

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
Queensland Police Service  
[Police Station Address]  
[City, State, Postcode]  
Dear [Recipient's Name],  
Subject: [Subject of the Report]  
I am writing to formally report [briefly describe the incident or issue].  
The details are as follows:  
- **\*\*Date of Incident\*\***: [Insert date]  
- **\*\*Time of Incident\*\***: [Insert time]  
- **\*\*Location\*\***: [Insert location]  
- **\*\*Description of Incident\*\***: [Provide a detailed account of the incident]  
- **\*\*Witnesses\*\***: [List any witnesses, if applicable]  
- **\*\*Any Other Relevant Information\*\***: [Include any additional details that may be useful]  
I request that this matter be investigated further. Should you need any additional information or clarification regarding this report, please do not hesitate to contact me at the provided phone number or email address.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]