

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Police Chief's Name]
[Queensland Police Service]
[Police Station/Department Name]
[Address]
[City, State, Postcode]
Dear [Police Chief's Name],
Subject: [Subject of the Letter]
I hope this letter finds you well.
[Introduce the purpose of your letter. Briefly explain the reason for
your correspondence and any relevant background information.]
[Detail any specific issues, concerns, or requests you have. Be clear and
concise in your explanation. Include any relevant data or examples that
support your points.]
[Conclude with any final remarks or a summary of your key points. If you
are requesting a follow-up or a specific action, mention it here.]
Thank you for your time and consideration. I look forward to your
response.
Sincerely,
[Your Name]
[Your Position/Title if applicable]
[Your Organization if applicable]