

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
Officer [Name]
Queensland Police Service
[Police Station Address]
[City, State, Postcode]
Dear Officer [Name],

Subject: Inquiry Regarding Incident on [Date of Incident]

I am writing to formally inquire about the incident that took place on [specific date] at [location of incident]. I believe I may have information that could assist in your investigation, and I would appreciate any updates or details you could provide.

[Provide a brief description of the incident, including any relevant case numbers or reference numbers, if applicable.]

I would like to know the current status of the investigation, and if possible, any further details about the incident and any actions being taken.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]