

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
Queensland Police Service
[Police Station Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of [specific matter/reference number]

I am writing to formally acknowledge the receipt of your correspondence regarding [briefly describe the content, e.g., incident report, investigation update, etc.].

I appreciate the efforts of the Queensland Police Service in addressing this matter and keeping me informed. [You may include a sentence about the importance of the issue or your perspective].

Please let me know if further information is required from my side to assist in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]