

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Queensland Police Department
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name/Title if known],

Subject: Outline of Concerns

I am writing to express my concerns regarding [specific issue or event], which has recently come to my attention.

[Paragraph detailing the specific concern, including dates, locations, and any relevant incidents.]

I appreciate the efforts made by the Queensland Police Department in maintaining safety and order; however, I believe that [elaborate on why this concern is significant, including potential risks to the community or suggestions for improvement].

I would be grateful if you could provide me with information on how this matter is being addressed and any measures being put in place to prevent future occurrences.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]