

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
Queensland Police Service  
[Address of QLD Police Station]  
[City, State, Postcode]  
Dear [Recipient's Name],  
Subject: Request for Information  
I hope this letter finds you well.  
I am writing to formally request information regarding [specific  
information you are seeking] under the Right to Information Act. This  
information is crucial for [explain briefly why you need the  
information].  
Please let me know if there are any forms or additional documentation you  
require from my side to facilitate this request.  
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]