

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

[Recipient's Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the Queensland Working with Children (QWC) check, as required for my [specific role, e.g., position in childcare, education, etc.]. I am committed to ensuring the safety and well-being of children and believe that obtaining a QWC is essential for fulfilling this responsibility.

I have completed the necessary training and have attached all relevant documentation, including [list any attached documents, e.g., identification, training certificates, etc.]. My background includes [briefly outline your experience working with children, any relevant qualifications, or certifications].

I understand the importance of this check and am willing to cooperate fully with the process. I look forward to your response and am eager to contribute positively to the well-being of children in my care.

Thank you for considering my application.

Sincerely,  
[Your Name]