

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

Queensland Water Commission

[Commission Address]
[City, State, Zip Code]

Dear [Commissioner's Name or "Queensland Water Commission Team"],
Subject: Application for [Specify the Purpose, e.g., Water Usage Permit]
I am writing to formally submit my application for [specific purpose, e.g., a water usage permit] in accordance with the guidelines established by the Queensland Water Commission.

[Briefly introduce yourself and your reason for applying. Include any relevant details about your property or project.]

Attached to this letter, you will find the necessary documentation required for your review, including:

1. [List of documents, e.g., property title, water usage plan, etc.]
2. [Any additional documentation]

I acknowledge the importance of sustainable water management and am committed to adhering to the regulations set forth by the Queensland Water Commission.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title, if applicable]