

[Your Name]
[Your Student Number]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[University of Queensland]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
[Opening Paragraph: Introduce yourself and the purpose of the letter. Be clear and concise.]
[Body Paragraph(s): Provide additional details, context, and any necessary information. Explain your situation or request and support it with relevant data or examples.]
[Closing Paragraph: Summarize your request, express gratitude, and include a call to action if applicable.]
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Student Number]