

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Department/Office Name]  
[University of Queensland]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., first-year] student studying [Your Course/Program] at the University of Queensland.

[Begin with the purpose of your letter, e.g., to inquire, request information, address a concern, etc. Be clear and concise.]

[Provide additional details to support your main point. This could include relevant experiences, specific examples, or any other pertinent information.]

[Conclude your letter by summarizing your request or main point. You may also express gratitude for the recipient's time and assistance.]

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

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Course/Program]