

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am an [undergraduate/graduate] student currently enrolled in [Your Program/Field of Study] at the University of Queensland. I am writing to inquire about [specific inquiry or information needed].

I would appreciate any guidance or information you could provide regarding [briefly explain the context of your inquiry]. Understanding this will significantly help me in [explain how it relates to your academic or professional goals].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Student ID (if applicable)]