

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Position]
[University of Queensland]
[Department]
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and state the purpose of the letter.]
[Body: Provide detailed information regarding your reason for writing. Include any necessary context, background, or specific requests.]
[Conclusion: Summarize your main points, express appreciation, and indicate any follow-up actions if necessary.]
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]