

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

[Recipient Name]
[Recipient Title]
[Department/Office Name]
[University of Queensland]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of Your Letter]

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body Paragraphs: Elaborate on the main points you want to convey. Use clear, concise language and maintain a formal tone. Include any necessary details, such as your student ID, program of study, and specific requests or questions.]

[Conclusion: Summarize your points and express appreciation for the recipient's attention. Provide your contact information if you wish to be reached.]

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Student ID]