

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department Name]  
The University of Queensland  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: [Subject of the Notification]  
I hope this letter finds you well.  
[Introduction: Briefly introduce the purpose of your letter.]  
[Body: Provide detailed information regarding the notification. Include relevant dates, events, actions required, and any other necessary details.]  
[Conclusion: Summarize your key points and indicate any follow-up actions or contacts for further questions.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Student ID (if applicable)]