

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient Name]  
[Title]  
[Department Name]  
[Queensland Government]  
[Address]  
[City, State, Postcode]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I am writing to [briefly state the purpose of your letter].

[Provide detailed information regarding your request, concern, or communication. Include any relevant details or context.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]