

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

[Recipient's Name]
[Department Name]
[Queensland Government]
[Department Address]
[City, State, Postcode]

Dear [Recipient's Name],
Subject: Notice of Intent

I am writing to formally notify the Queensland Government of my intent to [describe the purpose of the intent, e.g., apply for a grant, commence a project, etc.].

Details of the intent are as follows:

- ****Nature of Intent:**** [Provide a brief description]
- ****Project Title:**** [Title of the project or purpose]
- ****Expected Start Date:**** [Start date]
- ****Duration of Project:**** [Duration]
- ****Location:**** [Location details]

I believe that this initiative will [describe potential benefits or impact].

Please let me know if any further information is required. I look forward to your acknowledgment of this letter.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)
[Organization Name] (if applicable)