

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

[Date]  
[Recipient Name]  
[Department/Agency Name]  
[Queensland Government]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Feedback on [Specific Topic/Project/Policy]

I am writing to provide my feedback regarding [specific topic or project] that was recently addressed by the Queensland Government.

[Paragraph 1: Briefly introduce the topic and your interest in it.]

[Paragraph 2: Provide specific feedback, including positive aspects and any areas for improvement.]

[Paragraph 3: Conclude with a summary of your thoughts and any suggestions for future actions.]

Thank you for considering my feedback. I look forward to seeing how the Queensland Government continues to improve [specific area or service].

Sincerely,

[Your Name]

[Your Position or Affiliation, if applicable]