

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department/Agency Name]
[Address]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic/Issue]

I am writing to formally request information regarding [briefly describe the topic or issue you are inquiring about]. As a resident of Queensland, I believe that this matter is of significant importance to our community and requires your attention.

[Provide any relevant details about the issue or topic, including the context, any previous correspondence or interactions, and why this inquiry is important.]

I kindly ask for your assistance in providing information on [specific questions or details you are seeking]. This will greatly aid in understanding the situation and the steps being taken by the Queensland government.

Thank you for your time and attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]