

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Department Name]  
[Government Office/Organisation Name]  
[Office Address]  
[City, State, Postcode]  
Dear [Recipient's Name],  
RE: [Subject/Topic of Correspondence]  
I hope this message finds you well.  
[Introduce the purpose of your correspondence. Provide any necessary background information and state clearly what you are requesting or addressing.]  
[Include any relevant details, data, or specific examples to support your correspondence.]  
I appreciate your attention to this matter and look forward to your response.  
Thank you for your time.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]