

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

[Recipient Name]  
[Recipient Position]  
[Department Name]  
[Queensland Government]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for [Project Title]

I am writing to submit a proposal for [briefly describe the project], which aims to [state the main goal or objective] in alignment with the Queensland Government's objectives for [mention relevant government priority or initiative].

Project Overview:

[Provide a brief overview of the project, including its purpose, importance, and potential benefits to the community or stakeholders.]

Objectives:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Methodology:

[Briefly explain how the project will be implemented, including key activities, timeline, and resources required.]

Budget:

[Provide a summary of the budget requirements and any potential funding sources, if relevant.]

Outcomes:

[Describe the expected outcomes and impacts of the project, highlighting how it aligns with government priorities.]

We believe that [Project Title] will significantly contribute to [state the expected positive outcomes for Queensland], and we are eager to collaborate with the Queensland Government to bring this initiative to fruition.

Thank you for considering this proposal. I look forward to the opportunity to discuss this project further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]