

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

[Date]  
[Recipient's Name]  
[Title]

Queensland Health  
[Office Address]  
[City, State, Postcode]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of your letter clearly and concisely].

[Provide further details about your request or concern, including any relevant context or background information. Be polite and professional throughout.]

I would appreciate your attention to this matter and look forward to your prompt response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]