

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
Queensland Health
[Department/Unit Name]
[Address]
[City, State, Postcode]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and the purpose of your letter.]
[Second Paragraph: Provide necessary details or background information
related to the purpose of your correspondence.]
[Third Paragraph: Include any specific requests or questions you may
have.]
[Closing Paragraph: Express appreciation for their attention to your
letter and your anticipation of their response.]
Sincerely,
[Your Name]
[Your Position or Title, if applicable]