

[Your Name]
[Your Position]
[Department/Unit Name]
[Queensland Health]
[Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Address]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

[Introduction paragraph: Briefly state the purpose of the letter.]

[Body paragraph 1: Provide detailed information regarding the subject.]

[Body paragraph 2: Include any necessary action items, timelines, or expectations.]

[Closing paragraph: Summarize the main points and express any final thoughts.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Queensland Health