

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

Complaints Department
Queensland Health
[Address of Queensland Health Office]
[City, State, Postcode]

Dear Sir/Madam,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue] that occurred on [date] at [location, e.g., hospital name].

[Provide a detailed description of the incident, including any relevant names, dates, and any previous communication regarding the issue. Be concise and factual.]

I believe that this matter requires your urgent attention because [explain the impact of the issue on you/your family].

I request that you investigate this matter thoroughly and respond to my concerns in a timely fashion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]