

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Office Name]  
Queensland Health  
[Office Address]  
[City, State, Postcode]  
Dear [Recipient Name],  
Subject: [Subject of Correspondence]  
I am writing to [briefly state the purpose of your letter].  
[Provide detailed information regarding the subject matter, including any  
relevant dates, locations, and specifics].  
[If applicable, include any requests, suggestions, or questions you may  
have].  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]