

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Unit Name]

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

Dear [Recipient's Name],

Subject: Feedback Regarding [Specific Service/Experience]

I hope this letter finds you well. I am writing to provide feedback regarding my recent experience with [specific service, department, or facility] on [date of service].

[Provide a brief description of your experience, including specific details related to the service received, staff interaction, and overall satisfaction.]

[If applicable, include any suggestions for improvement or positive feedback about specific staff members or services.]

Thank you for taking the time to consider my feedback. I appreciate the work that Queensland Health does to provide quality care to our community.

Sincerely,  
[Your Name]