

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

[Recipient Name]
[Recipient Title]
[Department of Health]
[Office Address]
[City, State, Postcode]

Dear [Recipient Name],

Subject: Health Notification

I am writing to formally notify [insert relevant details about the health issue or concern].

[Provide a brief description of the situation, including any necessary context or background information].

As per the guidelines set forth by Queensland Health, I believe it is crucial to bring this matter to your attention for further assessment and action.

I appreciate your prompt attention to this issue and am available for any follow-up questions or discussions.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position/Title if applicable]
[Your Organization if applicable]