

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
Queensland Health
[Department/Office Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Information

I am writing to formally request information regarding [specific information needed], as per the guidelines set by the Queensland Government's Right to Information Act.

To assist you in processing my request, I would like to provide the following details:

- Description of the information requested: [Provide a clear and concise description]
- Timeframe of the information: [Specify dates or period of interest if applicable]
- Purpose of the request: [Briefly outline the purpose, if necessary]

I understand that there may be a processing fee, and I am willing to pay any applicable costs associated with this request. Please let me know if you require further details or clarification to assist in processing my request.

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)]