

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

[Recipient Name]  
[Recipient's Title]  
Queensland Police Service  
[Police Station/Department Name]  
[Station Address]  
[City, State, Postcode]

Dear [Recipient Name],

Subject: Acknowledgment of [specific incident or issue]

I am writing to acknowledge the receipt of your correspondence regarding [brief description of the incident or issue].

I appreciate your prompt attention to this matter and the efforts of the Queensland Police Service in addressing my concerns. Your detailed response has provided clarity on [specific points mentioned in their correspondence].

Thank you for your commitment to ensuring public safety and for your professionalism throughout this process.

If further information is required, please do not hesitate to contact me.

Sincerely,

[Your Name]