

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

Queensland Police Service

[Recipient Address]
[City, State, Postcode]

Dear [Recipient Name],

Subject: Appeal Against [Description of the Issue]

I am writing to formally appeal [provide a brief description of the decision or action taken, e.g., a penalty notice, exclusion order, etc.], issued on [date of the decision or action]. My details are as follows:

- Name: [Your Full Name]
- Incident Number: [Incident Number if applicable]
- Date of Incident: [Date of Incident]

[In this paragraph, provide a detailed explanation of your circumstances, including any relevant facts, evidence, or personal situations that support your appeal. Be clear, concise, and factual.]

I kindly request that you reconsider the decision based on the information provided. [If applicable, mention any attachments or documents you are including to support your appeal.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]