

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
Queensland Police Service
[Department/Station Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well.

[Start with the purpose of your correspondence. Clearly state the reason why you are writing to the Queensland Police Service. Include any relevant details or context.]

[Provide any additional information or background related to your request or concerns. Be precise and concise.]

[If applicable, mention any previous communications or case numbers related to this matter.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your service and support.

Sincerely,

[Your Name]