

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

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

Dear [Recipient's Name],

Subject: Request for Evidence

I hope this letter finds you well. I am writing to request the release of evidence related to [briefly describe the case or incident, including date and location if known].

As part of my [reason for request, e.g., legal proceedings, investigation], I require access to the following evidence:

- [Specify the type of evidence needed, e.g., witness statements, video footage, incident reports, etc.]

Please let me know the process for obtaining this information and any fees that may be associated with this request. If further information is required to process my request, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]