

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

Officer [Officer's Name]
Queensland Police Service
[Station Address]
[City, State, Zip Code]

Dear Officer [Officer's Name],

Subject: Follow-Up on [Case/Incident Number or Description]

I hope this letter finds you well. I am writing to follow up on my previous communication regarding [brief description of the issue, incident, or case].

As discussed, [mention any commitments, progress, or updates provided during your last contact]. I would like to inquire if there have been any developments since our last correspondence.

Your assistance in this matter is greatly appreciated, and I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]