

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
Queensland Police Service
[Recipient's Address]
[City, State, Postcode]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
I am writing to formally [state the purpose of your letter].
[Provide detailed information regarding your request, issue, or inquiry.
Be clear and concise, and include any relevant details or context.]
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]