

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

Queensland Police Service
[Relevant Department/Office]
[Address of the Police Department]
[City, State, Postcode]

Dear Sir/Madam,

Subject: Inquiry Regarding [Brief Description of Inquiry]

I hope this letter finds you well. I am writing to inquire about [provide a brief description of the issue or information you are seeking].

[Provide any relevant details that assist in understanding your request, including dates, locations, and any other pertinent information.]

I would appreciate any information or guidance you could provide regarding this matter. If required, I am willing to meet or provide further details to assist with my inquiry.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]