

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
Queensland Police Service  
[Recipient Address]  
[City, State, Postcode]  
Dear [Recipient Name],  
Subject: [Subject of the Letter]  
I am writing to you regarding [briefly state the purpose of the letter,  
e.g., a complaint, request for information, etc.].  
[Include a detailed account of the situation, including dates, names, and  
any relevant information that supports your case.]  
I respectfully request that [state your request clearly, e.g., further  
investigation, a response to your inquiry, etc.].  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]