

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
Queensland Police Service
[Police Station Address]
[City, State, Postcode]

Dear [Recipient's Name or "Officer in Charge"],
Subject: Notification of [Incident/Concern/Request]

I am writing to formally notify the Queensland Police Service regarding
[briefly explain the nature of the incident or concern].

Details of the incident are as follows:

- Date of Incident: [Date]
- Time of Incident: [Time]
- Location: [Location]
- Description: [Provide a detailed description of the incident or concern]
- [Any additional information relevant to the matter]

I am requesting [specific action or response you seek from the police, if applicable].

Please find attached [mention any documents or evidence you are including, if applicable].

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]