

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

[Recipient's Name]
[Queensland Police Service]
[Address of the Police Station/Department]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Verification Letter

I am writing to request a verification letter regarding [briefly describe the purpose, e.g., character reference, employment verification, etc.].

I am a resident of Queensland and have been in [specific situation, e.g., living in the area, employed at a certain job, etc.] since [year]. I have always maintained a lawful and respectful conduct in my dealings.

Please find the necessary personal details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Driver's License Number (if applicable): [Your License Number]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]