

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[University of Queensland]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit [briefly describe the document or application, e.g., "my application for the Master of Science program"].
Enclosed, please find the required documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your time and consideration, and I look forward to your response.

Sincerely,
[Your Name]