

[Your Name]  
[Your Title]  
[Department]  
[University of Queensland]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduce yourself and the purpose of the letter.]  
[Body Paragraph 1: Provide additional details about the purpose of the letter.]  
[Body Paragraph 2: Include any relevant information or requests.]  
[Closing Paragraph: Summarize the letter and express any closing thoughts or gratitude.]  
Sincerely,  
[Your Name]  
[Your Title]  
[University of Queensland]  
[Signature (if sending a hard copy)]