

[Your Name]  
[Your Title]  
[Your Department]  
[University of Queensland]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Institution/Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening paragraph: State purpose of the letter succinctly.]  
[Middle paragraphs: Provide detailed information, context, or any  
necessary background related to the purpose of the letter.]  
[Closing paragraph: Summarize key points and include any calls to action  
or next steps.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Title]  
[University of Queensland]  
[Attachment: if any]