

[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]