

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

[Recipient Name]  
[Recipient Position]  
[Recipient Department/Office Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Notification]

I hope this message finds you well.

[Begin the body of your letter here. Clearly state the purpose of the notification, providing any relevant details or instructions. Be concise and direct to ensure the recipient understands the message.]

Thank you for your attention to this matter. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Position]  
[University of Queensland]