

[Your Name]  
[Your Title]  
[Your Department]  
University of Queensland  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening paragraph: Introduce the purpose of the letter and any relevant background information.]  
[Body paragraphs: Provide details, supporting information, and any necessary context related to your message.]  
[Closing paragraph: Summarize key points, express any necessary follow-ups, and thank the recipient as appropriate.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Department]  
University of Queensland