

[Your Name]  
[Your Position]  
[Your Department]  
[University of Queensland]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction Paragraph - Briefly introduce the purpose of the letter.]  
[Body Paragraph 1 - Provide details and context relevant to the subject.]  
[Body Paragraph 2 - Offer additional information or support for your main point.]  
[Conclusion Paragraph - Summarize key points and specify any actions required or next steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[University of Queensland]