

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Department]  
The University of Queensland  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter].

[Provide details about your request or issue, ensuring clarity and professionalism. Include any relevant information or context that may assist the recipient in understanding your situation.]

I appreciate your time and consideration regarding this matter. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]