

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Position or Role]  
[University of Queensland]  
[Department or Faculty]  
[University Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Group Project Collaboration  
I hope this message finds you well.  
I am writing on behalf of our group, [Group Name/Project Title], to  
discuss our upcoming project, [Project Topic/Description]. As part of our  
collaboration, we aim to [Briefly explain the objectives or goals of the  
project].  
We would like to propose a meeting to discuss our approach and gather  
your feedback, ensuring we align with the project's requirements and  
expectations. Please let us know your availability for the week of  
[Proposed Dates].  
Thank you for your support, and we look forward to your response.  
Best regards,  
[Your Name]  
[Your Role in Group]  
[Group Name/Project Title]