

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter, e.g., request information, express concern, etc.].

[In this paragraph, provide details about your situation or request. Include any relevant information such as student ID, program of study, and specific issues you would like to address.]

I would appreciate your support in [what you hope the recipient will do]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID if applicable]