

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: UQ Holder Notification  
Dear [Recipient's Name],  
I hope this letter finds you well.  
I am writing to inform you of [reason for notification, e.g., "a recent change in my ownership status regarding my UQ (University of Queensland) holdings"].  
Details of the UQ Holdings:  
- Holder Name: [Your Full Name]  
- Holder ID: [Your Holder ID or Number]  
- Registered Address: [Your Registered Address]  
- Details of Change: [Brief description of the reason for the notification, e.g., "I have recently updated my contact information."]  
Please update your records accordingly. If you require any further information or documentation, feel free to reach out to me at the above contact information.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position (if applicable)]