(date)

Senator the Hon …..
President of the Senate
Parliament House
CANBERRA ACT 2600

Dear Madam/Mr President

Pursuant to standing order 75, I give notice that today I propose to move "That, in the opinion of the Senate, the following is a matter of urgency:

(Here specify the matter of urgency)".

Yours sincerely

(…….)

Senator for the State of ……..