

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a personal reference for [Applicant's Name], who is applying for immigration to Queensland, Australia. I have known [Applicant's Name] for [duration] and have had the pleasure of witnessing their [positive traits/qualities] throughout this time.

[Paragraph describing the relationship with the applicant, including any relevant experiences or qualities that make them a suitable candidate for immigration. Highlight skills, character, and contributions to the community or profession.]

In conclusion, I wholeheartedly support [Applicant's Name]'s application for immigration to Queensland. I am confident that they will make a valuable contribution to the community and embody the values that Queensland holds dear.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,

[Your Name]  
[Your Title/Occupation, if applicable]