

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Organization/Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, position, or program] in Queensland. I have had the pleasure of knowing [Candidate's Name] for [duration] as [his/her/their] [mention your relationship, e.g., teacher, supervisor, etc.], and I am confident in [his/her/their] abilities and character.

During our time together, [Candidate's Name] exhibited [describe key qualities or skills, e.g., leadership, dedication, creativity]. [Provide specific examples of achievements or contributions].

Furthermore, [he/she/they] demonstrated exceptional [mention any relevant traits or skills related to the opportunity]. I believe [Candidate's Name] would be a great asset to your [organization/program/team].

Thank you for considering [Candidate's Name] for this opportunity. Please feel free to contact me at [your phone number] or [your email] if you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]