

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Admissions Office]  
[University of Queensland]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name/Admissions Committee],

I am writing to recommend [Student's Full Name] for admission to the [specific program] at the University of Queensland. I have had the pleasure of knowing [Student's First Name] for [duration] in my capacity as [your position, e.g., teacher, professor, supervisor] at [your institution/organization].

[Paragraph 1: Introduce the student and your relationship with them. Provide context on when and how you came to know the student.]

[Paragraph 2: Discuss the student's academic abilities, relevant skills, and achievements. Highlight specific instances that showcase their strengths.]

[Paragraph 3: Mention the student's personal qualities, such as their character, leadership abilities, teamwork, and passion for their field of study.]

[Paragraph 4: Conclude with a strong endorsement of the student's potential for success at the University of Queensland.]

I am confident that [Student's First Name] will make significant contributions to your program and the university community. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Institution/Organization]