

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[University of Queensland]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Student's Name] in their application for the UQ Scholarship. I have known [Student's Name] for [duration] in my capacity as [your relationship to the student, e.g., professor, employer, mentor].

During this time, I have been consistently impressed by [Student's Name]'s [mention specific qualities, skills, or achievements relevant to the scholarship]. For instance, [provide a specific example that showcases their qualifications].

[Student's Name] is not only academically gifted but also demonstrates [mention any leadership skills, community involvement, or personal attributes that make them a strong candidate]. Their contributions such as [specific examples of contributions or initiatives] have significantly impacted [specific outcomes or areas].

I wholeheartedly endorse [Student's Name] for the UQ Scholarship, as I believe they embody the spirit of excellence and commitment that UQ values. I have no doubt that they will take full advantage of this opportunity to further their education and contribute to the university community.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]