

[Your Name]  
[Your Position/Title]  
[Your Organization/Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Scholarship Committee/Department]  
The University of Queensland  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name or "Scholarship Committee"],  
I am pleased to write this recommendation letter for [Student's Name] in support of their application for the [specific scholarship name] at The University of Queensland. I have known [Student's Name] for [duration] as [his/her/their] [relationship to the student, e.g., teacher, supervisor, etc.], and I am confident in [his/her/their] abilities and potential. [Provide a brief overview of the student's academic achievements and contributions. Highlight any relevant experiences, skills, or attributes that make them a strong candidate for the scholarship.] [Discuss specific examples of the student's strengths, work ethic, leadership abilities, and any notable accomplishments that demonstrate their qualifications for the scholarship.] [Conclude with a strong statement of support, reiterating why the student deserves the scholarship and your belief in their potential.] Thank you for considering [Student's Name] for the [scholarship name]. I am confident that [he/she/they] will make the most of this opportunity and contribute positively to the UQ community.

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