

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

[Recipient's Name]
[Recipient's Title]
[University of Queensland]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Student's Name] for [program, position, scholarship, etc.]. I have had the pleasure of knowing and working with [him/her/them] for [duration] at [Institution/Organization], where [he/she/they] has displayed exceptional [qualities/skills].

[Paragraph 1: Description of your relationship with the student, context, and observations.]

[Paragraph 2: Specific examples of achievements, skills, or experiences that highlight the student's strengths.]

[Paragraph 3: Personal characteristics, work ethic, and how they would contribute to the program or field they are applying to.]

In conclusion, I wholeheartedly recommend [Student's Name] for [program, position, scholarship, etc.]. I am confident that [he/she/they] will excel and contribute positively to [University of Queensland or relevant field]. Please feel free to contact me if you have any further questions.

Sincerely,

[Your Name]
[Your Position/Title]