

[Your Name]  
[Your Title/Position]  
[Your Institution/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Department/Office]  
[University of Queensland (UQ)]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am pleased to write this reference letter for [Student's Full Name], who has been a student in my [class/course/program] at [Your Institution] from [Start Date] to [End Date]. During this time, I have had the opportunity to observe [his/her/their] academic performance and personal growth.

[Paragraph providing specific examples of the student's strengths, achievements, and contributions in class or in related activities. Discuss relevant skills, character traits, and any significant projects or accomplishments.]

[Paragraph discussing the student's potential for success in their future endeavors, such as further education or career opportunities. Mention any relevant experiences or qualities that would contribute to their success at UQ.]

In conclusion, I highly recommend [Student's Full Name] for [specific program, position, or opportunity at UQ]. I am confident that [he/she/they] will excel and bring [his/her/their] passion and determination to [the program/position].

If you have any further questions, please feel free to contact me at [phone number] or [email address].

Sincerely,

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