

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[University of Queensland]
[Department/Office Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference letter in support of my application for [specific program, job, or opportunity] at [institution or organization].

As you may recall, I studied [your program/major] at the University of Queensland from [start year] to [end year], during which time I was involved in [briefly mention relevant experiences, projects, or roles].

Your guidance and support during [specific course or project] significantly contributed to my academic and personal development.

The deadline for submitting the reference letter is [date], and it should be addressed to [who the letter is addressed to, if applicable] or submitted to [submission instructions]. If you agree to provide this reference, I would be happy to provide any additional information you may need, including details about the position or my resume.

Thank you very much for considering my request. I truly appreciate your time and support.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)