

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department of Home Affairs]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a reference for [Applicant's Full Name], who is applying for immigration to Queensland, Australia.

I have known [Applicant's Name] for [duration of relationship] as [explain your relationship, e.g., friend, colleague, employer]. During this time, I have witnessed [his/her/their] [mention qualities, character traits, and contributions].

[Provide specific examples that demonstrate the applicant's skills, character, and contributions to the community.]

I believe that [Applicant's Name] would be a valuable addition to the Queensland community, and I wholeheartedly support [his/her/their] immigration application.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this reference.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]