

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Queensland Police Service]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to provide a reference for [Applicant's Name], who is applying for a position with the Queensland Police Service. I have known [him/her/them] for [duration] in my capacity as [your relationship to the applicant, e.g., mentor, employer].

Throughout this time, I have witnessed [Applicant's Name] demonstrate outstanding qualities, including [list relevant qualities such as integrity, work ethic, dedication to community service, etc.].

[He/She/They] has consistently shown a strong commitment to [specific examples related to law enforcement or community involvement].

[Provide specific examples of the applicant's skills or experiences that relate to the role they are applying for, such as leadership in team settings, ability to handle stressful situations, etc.].

I am confident that [Applicant's Name] possesses the skills and attitude necessary to excel in a policing career and contribute positively to the Queensland Police Service. [He/She/They] is not only committed to upholding the law but also to building trust within the community.

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

Thank you for considering this reference.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]