

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

Admissions Committee  
University of Queensland  
[Relevant Department or Office]  
[University Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to provide a reference for [Applicant's Name] as they apply for the [specific program] at the University of Queensland. I have had the pleasure of knowing [Applicant's Name] for [duration] in my capacity as [your relationship to the applicant].

[Paragraph 1: Introduce the applicant and your relationship, including context and duration.]

[Paragraph 2: Discuss the applicant's academic strengths, skills, and qualities relevant to the program they are applying for.]

[Paragraph 3: Provide specific examples of the applicant's achievements, projects, or contributions that highlight their suitability for the program.]

[Paragraph 4: Conclude with your overall assessment of the applicant and a strong recommendation for their acceptance into the program.]

Thank you for considering this application. Please feel free to contact me at [your phone number] or [your email address] if you need any more information.

Sincerely,

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