

[Your Name]
[Your Position]
[Your Department]
[University of Queensland]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Institution/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [specific opportunity, program, position, etc.]. I have had the pleasure of working with [him/her/them] in [context, e.g., courses, research projects, etc.] at the University of Queensland, where I serve as [Your Position].

[Candidate's Name] has demonstrated exceptional [skills/qualities relevant to the opportunity, e.g., analytical skills, creativity, work ethic], notably through [specific examples of achievements or contributions]. [He/She/They] consistently [describe the candidate's performance, e.g., surpasses expectations, actively participates, etc.], making [him/her/them] a standout individual.

Furthermore, [Candidate's Name] possesses [mention specific attributes that are relevant to the position, e.g., leadership qualities, teamwork skills]. [Provide additional examples or anecdotes that illustrate these qualities].

I am confident that [Candidate's Name] would excel in [specific opportunity] and contribute positively to [the institution or organization]. I wholeheartedly endorse [him/her/them] for this opportunity.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any further questions regarding [Candidate's Name].

Sincerely,

[Your Name]
[Your Position]
[University of Queensland]