

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

Admissions Committee

[University Name]
[Department/Program Name]
[University Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for [Student's Name], who is applying for [specific program or opportunity] at The University of Queensland. As [his/her/their] [your relationship to the student, e.g., professor, advisor], I have had the privilege of observing [his/her/their] development and commitment to [field of study or specific skills] over the past [duration].

During my time working with [Student's Name], I have been impressed by [his/her/their] ability to [mention specific skills or qualities, such as analytical thinking, creativity, and collaboration]. [He/She/They] consistently [describe a specific achievement or performance that exemplifies these qualities].

In addition to [his/her/their] academic prowess, [Student's Name] has demonstrated [personal qualities such as leadership, resilience, or teamwork] through [specific examples or activities]. [He/She/They] actively participated in [mention any relevant clubs, organizations, or projects], where [he/she/they] [describe contributions and impact].

I am confident that [Student's Name] has the potential to excel in [specific program or opportunity] and make significant contributions to the UQ community. I wholeheartedly recommend [him/her/them] for admission, as I believe [he/she/they] will thrive in such an environment and further develop [his/her/their] skills and knowledge.

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

Sincerely,

[Your Name]
[Your Position]
[Your Department]
[Your Institution/Organization]