

[Your Name]
[Your Title/Position]
[Department/Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Institution/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to offer my enthusiastic support for [Student's Name]'s application to [specific program, scholarship, etc.]. As [his/her/their] [professor/advisor/mentor] at the University of Queensland, I have had the pleasure of working closely with [Student's Name] during [his/her/their] studies in [specific field or department].

Throughout [his/her/their] time here, [Student's Name] has consistently demonstrated exceptional [qualities or skills relevant to the application], making [him/her/them] an outstanding candidate for [program/scholarship]. [Provide specific example(s) of the student's accomplishments, skills, or character traits that relate to the opportunity].

In addition to [his/her/their] academic prowess, [Student's Name] has also shown remarkable [mention any extracurricular activities, volunteer work, leadership roles, etc.]. These experiences have contributed significantly to [his/her/their] growth as a well-rounded individual. I have no doubt that [Student's Name] will make a valuable contribution to [program/scholarship] and will continue to excel in [his/her/their] future endeavors. I wholeheartedly recommend [him/her/them] for this opportunity without reservation.

Thank you for considering [Student's Name] for [specific program/scholarship]. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Department/Company Name]