

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

Scholarship Selection Committee  
The University of Queensland  
[Scholarship Office Address]  
[City, State, Zip Code]

Dear Scholarship Selection Committee,

I am writing to recommend [Student's Full Name] for the [Name of Scholarship] at The University of Queensland. I have had the pleasure of knowing [him/her/them] for [duration] as [his/her/their] [relationship to the student - e.g., professor, advisor, employer] in [context - e.g., coursework, research, job].

Throughout [his/her/their] time in my [class/research project/job], [Student's Name] has demonstrated exceptional [skills/qualities - e.g., analytical skills, leadership, dedication]. [He/She/They] consistently goes above and beyond, [specific example of achievement or contribution]. [Include another example demonstrating the student's capabilities, strengths, or relevant experiences that align with the scholarship criteria.]

I strongly believe that [Student's Name] possesses the qualities necessary to excel at The University of Queensland and to make significant contributions to the [specific field or community]. [He/She/They] is not only focused on [his/her/their] academic goals but also aims to [mention any aspirations related to the scholarship or future contributions].

I wholeheartedly support [his/her/their] application for the [Name of Scholarship]. I am confident that [Student's Name] will not only benefit from this opportunity but will also make the most of it.

Thank you for considering this recommendation. Please feel free to contact me should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]