

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: UQ Holder Confirmation Letter

Dear [Recipient's Name],

I hope this letter finds you well. This is to confirm that [Name of the Student/Individual] is currently a holder of a UQ (University of Queensland) [Type of Holder, e.g., student card, staff ID, etc.].

Details are as follows:

- **\*\*Holder's Name:\*\*** [Name]
- **\*\*UQ ID Number:\*\*** [ID Number]
- **\*\*Program/Position:\*\*** [Program/Position]
- **\*\*Confirmation Date:\*\*** [Date]

Should you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Department, if applicable]