

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

Dear [Recipient Name],

I am pleased to write this recommendation letter for [Student's Name], who is applying to the UQ Holder Program. I have had the pleasure of knowing and working with [Student's Name] for [duration] as [his/her/their] [teacher/supervisor/mentor] in [specific context or subject area].

During this time, I have been consistently impressed by [Student's Name]'s [specific qualities, skills, and achievements]. [He/She/They] has demonstrated exceptional [ability/initiative/enthusiasm], particularly in [specific project or subject]. [Include an example or anecdote that highlights these qualities].

[Student's Name] is not only a dedicated scholar but also a [mention any other relevant skills, such as leadership or teamwork]. [He/She/They] actively participates in [mention relevant extracurricular activities or contributions], showcasing [his/her/their] commitment to [specific values or community involvement].

I strongly believe that [Student's Name] will thrive in the UQ Holder Program, contributing positively to the academic community and benefiting greatly from the opportunities provided. I wholeheartedly recommend [him/her/them] without reservation.

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

Sincerely,

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