

[Your Name]  
[Your Position]  
[Your Institution/Organization]  
[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 provide a reference for [Applicant's Name] in support of their application for the UQ Holder program. I have had the pleasure of knowing [Applicant's Name] for [duration] in my capacity as [Your Position] at [Your Institution/Organization].

During our time together, [Applicant's Name] demonstrated exceptional [mention specific qualities, skills, or achievements related to the field]. [Provide specific examples of their work, contributions, or accomplishments].

I believe [Applicant's Name] would be an outstanding candidate for the UQ Holder program due to their [highlight unique qualities, attributes, or experiences that make them a strong fit].

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification.

Thank you for considering [Applicant's Name].

Sincerely,  
[Your Name]