**[Insert entity]**

[Choose date]

Statement of Service

To whom it may concern,

[Student rep's full name] has performed the role of student representative, [Committee name] on a voluntary basis from [month, year] to [month, year].

Student representation assists students and staff members to work together in a mutually beneficial way on a range of UQ committees, thus providing a unique opportunity for students to impact the governance and decision-making processes of the University.

[Student rep first name]’s duties included:

[Insert examples of tasks]

[e.g. collecting and providing student feedback / providing his/her own perspective and feedback]

[e.g. hosting group feedback sessions]

[e.g. participating in ad hoc working parties]

[e.g. participating in school/faculty events]

[e.g. giving talks or presentations]

[e.g. attending student representative PD workshops and networking events] [Body of letter]

Yours faithfully,

[Sign off]

[Name]

**[Position]**