

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

Dear [Recipient's Name],

I am writing to express my support for [Applicant's Name]'s application for the International Baccalaureate (IB) program at [School/Institution Name]. I have known [Applicant's Name] for [duration] as [relationship, e.g., teacher, mentor, etc.], and I believe they would be an excellent candidate for this rigorous program.

[Insert a paragraph highlighting the applicant's academic achievements, relevant skills, and personal qualities that make them a strong fit for the IB program.]

Additionally, [Applicant's Name] has demonstrated a strong commitment to [insert any extracurricular activities, community service, or leadership roles], showcasing their dedication to personal growth and their community.

I am confident that [Applicant's Name] will thrive in the challenging environment of the IB program and would contribute positively to the school community. I strongly recommend [him/her/them] for admission. Thank you for considering this application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]  
[Your Position, if applicable]