

[Your Name]
[Your Position]
[Your School/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Committee]
[Name of International Baccalaureate Program]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,
I am pleased to recommend [Student's Name] for admission to the International Baccalaureate program. As [his/her/their] [teacher/mentor/counselor] at [Your School/Organization Name] for the past [length of time], I have had the opportunity to observe [his/her/their] academic and personal growth. [Student's Name] has consistently demonstrated exceptional commitment to [his/her/their] studies, excelling in [specific subjects or areas]. [He/She/They] possess a natural curiosity and passion for learning that inspires [his/her/their] peers. In addition to [his/her/their] academic prowess, [Student's Name] is also an active participant in [mention any extracurricular activities, community service, or leadership roles]. [He/She/They] have shown remarkable leadership skills, [describe an example of leadership or initiative]. I believe that [Student's Name] would be a valuable addition to the IB program. [His/Her/Their] dedication, intellect, and drive to make a positive impact on [his/her/their] community align perfectly with the values of the International Baccalaureate. Thank you for considering [Student's Name] for this opportunity. I am confident that [he/she/they] will excel in [his/her/their] studies and contribute positively to the IB community.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your School/Organization Name]