

[Your Name]
[Your Position]
[Your School]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name], who is applying for the IB Diploma Programme at [Institution Name]. As [his/her/their] [teacher/administrator/counselor] at [Your School], I have had the pleasure of observing [Student's Name] develop into a diligent and passionate learner.

[Student's Name] has consistently demonstrated exceptional skills in [specific subject or area], showcasing [his/her/their] ability to think critically and creatively. [He/She/They] has a strong work ethic and a commitment to excellence, which is evident in [his/her/their] academic achievements and participation in [relevant activities, clubs, or honors].

Beyond academics, [Student's Name] is also an active member of the school community, contributing [his/her/their] time and talents to [specific extracurricular activities or volunteer work]. [His/Her/Their] leadership qualities and ability to collaborate with peers make [him/her/them] a role model for others.

I wholeheartedly support [Student's Name]'s application to the IB Diploma Programme. I am confident that [he/she/they] will not only thrive in this challenging environment but will also make a positive contribution to the program and the school community.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering [Student's Name] for the IB Diploma Programme.

Sincerely,

[Your Name]
[Your Position]