

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

Dear [Recipient's Name],

I am writing to you in my capacity as [Your Position, e.g., IB Coordinator, Teacher] at [School Name] to provide a reference for [Student's Name], who is applying for the IB Diploma Programme. [Student's Name] has demonstrated exceptional qualities during their time at [School Name]. They possess a unique blend of academic prowess, commitment to learning, and a strong sense of balance between studies and extracurricular activities.

In the realm of academics, [Student's Name] has consistently excelled in [specific subjects or areas]. Their ability to engage with complex concepts and their curiosity for knowledge are commendable. Furthermore, [he/she/they] often goes beyond the curriculum, seeking additional resources and opportunities for personal growth.

Beyond academics, [Student's Name] is an active participant in [specific activities or clubs]. [He/She/They] shows remarkable leadership skills and teamwork abilities, contributing significantly to our community both in and out of the classroom.

[Student's Name] embodies the attributes of an IB learner, including inquiry, open-mindedness, and reflection. [He/She/They] has shown resilience in the face of challenges and consistently strives for excellence.

I wholeheartedly support [Student's Name]'s application to the IB Diploma Programme and believe [he/she/they] will thrive and contribute positively to your community.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[School Name]