

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Student's Name] for the IB Diploma Program. Having known [him/her/them] for [duration], I have witnessed [his/her/their] remarkable growth and dedication in both academic pursuits and personal development.

[Student's Name] consistently demonstrates a passion for learning and an inquisitive mind. In [specific class/subject or activity], [he/she/they] excelled by [specific example of work or achievement], showcasing [his/her/their] strong analytical skills and creativity.

Beyond academics, [Student's Name] is actively involved in [extracurricular activities, community service, leadership roles].

[His/Her/Their] ability to collaborate with peers and lead initiatives speaks volumes about [his/her/their] character and determination.

I strongly believe that [Student's Name] is an ideal candidate for the IB Diploma Program, as [he/she/they] embodies the IB Learner Profile attributes, and will thrive in the rigors of this challenging curriculum. Thank you for considering this talented and driven candidate. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Title/Position]