

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Institution/Organization]
[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 International Baccalaureate (IB) Diploma Program at [School/Institution]. As [his/her/their] [teacher/counselor/administrator] for [length of time], I have had the opportunity to observe [his/her/their] academic and personal growth closely.

[Your first paragraph should describe the context of your relationship with the student and your observations of their academic abilities, character, and involvement in school activities.]

In [his/her/their] time at [Your School/Institution], [Student's Name] has demonstrated exceptional skills in [specific subjects or areas], showing [qualities such as critical thinking, creativity, or teamwork]. [Provide specific examples or anecdotes that highlight the student's strengths and accomplishments.]

Moreover, [Student's Name] is not only a dedicated student but also a [mention any extracurricular involvement, leadership roles, or community service]. This exemplifies [his/her/their] commitment to making a positive impact both in and out of the classroom.

I have no doubt that [Student's Name] will thrive in the challenging but rewarding environment of the IB Diploma Program. [His/Her/Their] passion for learning, resilience, and maturity is commendable, and I believe [he/she/they] will contribute significantly to the IB community.

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or insights regarding [Student's Name].

Thank you for considering this recommendation.

Sincerely,

[Your Signature] (if sending a hard copy)
[Your Printed Name]