

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

[Recipient's Name]
[Institution Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to write this letter of recommendation for [Student's Name] as they apply for the International Baccalaureate (IB) Diploma Programme. I have had the privilege of teaching [Student's Name] in [specific subject or class] for [duration] and have been consistently impressed by their dedication and academic performance.

[Student's Name] exhibits a remarkable level of insight and curiosity that sets them apart from their peers. Their ability to engage with complex concepts and contribute thoughtfully to class discussions demonstrates a deep commitment to their education. For example, [provide a specific example of an academic achievement or project that highlights their strengths].

In addition to their academic strengths, [Student's Name] is also an active participant in [mention extracurricular activities, community service, leadership roles], showcasing their well-rounded character. Their participation in [specific activity] reflects their ability to balance multiple commitments while maintaining a high standard of excellence.

[Student's Name] possesses the qualities that the IB Diploma Programme seeks in its candidates: critical thinking, open-mindedness, and a commitment to intercultural understanding. I have no doubt that they will thrive in this challenging academic environment and make valuable contributions to the IB community.

In summary, I highly recommend [Student's Name] for the IB Diploma Programme. I am confident that they will exceed expectations and continue to excel in their educational pursuits. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Position]