

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

Dear [Recipient's Name],

I am writing to express my support for [Student's Name] as they apply for the International Baccalaureate (IB) Diploma Program at [School Name]. Having known [Student's Name] for [duration], I can confidently attest to their exemplary academic performance and strong character.

[Student's Name] has consistently demonstrated a commitment to their studies and a passion for learning. Their ability to think critically and engage with challenging materials sets them apart from their peers. I believe the IB program will provide them with the perfect platform to further develop these skills.

In addition to their academic talents, [Student's Name] is an active member of our community, exhibiting leadership qualities and a collaborative spirit. This aligns well with the IB's emphasis on international-mindedness and community service.

I wholeheartedly support [Student's Name]'s application to the IB Diploma Program and am confident that they will thrive and contribute positively to [School Name]'s esteemed community.

Thank you for considering this remarkable young individual for your program.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]