

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[School Name]
[School Address]
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to offer my sincere recommendation for [Student's Name] as they apply for the International Baccalaureate (IB) program at [School Name]. I have had the pleasure of knowing [Student's Name] for [duration of time] in my capacity as [Your Position/Relationship to Student, e.g., teacher, mentor, etc.], and I can confidently attest to their strong character and commitment to academic excellence.

[Student's Name] demonstrates a remarkable dedication to their studies, consistently displaying a thirst for knowledge and an ability to engage deeply with challenging material. They possess excellent critical thinking skills, which are evident in their [specific examples of academic work, projects, etc.].

Beyond academics, [Student's Name] is an individual of integrity and compassion. Their involvement in [extracurricular activities, community service, etc.] showcases their leadership qualities and willingness to support peers and contribute to the community. [Specific example of leadership or community service].

I have no doubt that [Student's Name] will excel in the IB program and will contribute positively to the school community. They are a motivated, disciplined, and caring individual who will thrive in the rigorous environment that the IB program offers.

Thank you for considering [Student's Name] for admission. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]