

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the International Baccalaureate (IB) program at [Institution's Name]. I believe that the rigorous curriculum and emphasis on global citizenship will greatly enhance my educational journey.

As a dedicated student with a passion for [mention a specific subject or activity], I am excited about the opportunity to engage in critical thinking and interdisciplinary learning that the IB program offers.

Thank you for considering my application. I look forward to the possibility of contributing to and growing within your esteemed program.

Sincerely,

[Your Name]
[Your Contact Information]