

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[School/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the International Baccalaureate (IB) program at [School/Organization Name]. As a dedicated student with a passion for [specific interests or subjects], I believe that the IB program will provide me with the rigorous academic environment I seek to further my education.

[Paragraph explaining your academic achievements, extracurricular activities, and why you are a suitable candidate for the IB program.]

I appreciate your consideration of my application. I look forward to the opportunity to discuss my application in further detail.

Thank you for your time and attention.

Sincerely,

[Your Name]