

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Position/Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the International Baccalaureate (IB) program offered at [Institution/Organization Name].

I am particularly interested in understanding the application process, deadlines, and any specific requirements for prospective students. Additionally, I would appreciate any information regarding the curriculum, extracurricular opportunities, and support services available to IB students.

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]