

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

[Recipient's Name]
[Recipient's Title]
[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]. As an ambitious and dedicated student, I believe that the IB program aligns perfectly with my academic goals and personal development.

[Paragraph 1: Introduction and academic background]

In this section, provide a brief introduction about yourself, including your current grade level and school. Mention any relevant academic achievements or interests that make you a suitable candidate for the IB program.

[Paragraph 2: Reasons for choosing the IB program]

Explain why you are interested in the IB program specifically. Discuss how its curriculum, philosophy, and values resonate with your educational goals and aspirations.

[Paragraph 3: Personal qualities and extracurricular activities]

Highlight your personal qualities, skills, and extracurricular activities that demonstrate your readiness for the challenges of the IB program. Mention any leadership roles, community service, or unique experiences.

[Paragraph 4: Future goals and aspirations]

Share your future academic and career aspirations, and how the IB program will help you achieve them.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the IB community at [Institution's Name].

Sincerely,
[Your Name]