

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

[Date]
[Recipient's Name]
[Title]

[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to apply for the International Baccalaureate (IB) program at [Institution Name]. As an ambitious and dedicated student, I am excited about the opportunity to challenge myself academically and engage in a globally recognized curriculum that emphasizes critical thinking, intercultural understanding, and holistic education.

Throughout my academic journey, I have consistently strived for excellence, maintaining a strong GPA while participating in various extracurricular activities, including [list relevant activities, clubs, or sports]. My passion for [specific subjects or areas of interest], along with my commitment to community service, has prepared me well for the rigorous demands of the IB program.

I am particularly drawn to the IB program's emphasis on [mention specific aspects of the program that appeal to you, such as Theory of Knowledge, Extended Essay, etc.]. I believe this curriculum will not only challenge my intellectual capabilities but also enhance my skills in research, writing, and independent thinking.

Thank you for considering my application. I am looking forward to the opportunity to join the IB community at [Institution Name], where I believe I can contribute positively and grow both academically and personally.

Sincerely,

[Your Name]

[Your Signature (if submitting by mail)]