

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

Dear [Recipient Name],

I am writing to express my interest in the International Baccalaureate (IB) program at [School Name] for the [academic year]. As a dedicated and motivated student, I believe that the IB program will greatly enhance my educational experience and help me develop the skills necessary for success in my future endeavors.

I have consistently maintained high academic standards, particularly in [mention relevant subjects], and have actively participated in [mention extracurricular activities, community service, etc.]. My passion for [specific subjects or activities] has driven me to seek out challenging opportunities that the IB program provides, such as [mention specific aspects of the IB curriculum that interest you].

Additionally, my commitment to [mention any relevant personal qualities or values, e.g., international-mindedness, critical thinking] aligns well with the philosophy of the IB program. I am excited about the prospect of being part of a diverse community of learners and contributing positively to the school environment.

Thank you for considering my application for the IB candidacy. I look forward to the opportunity to discuss my interest in further detail.

Sincerely,

[Your Name]
[Your Contact Information]