

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

[Date]  
[Recipient's Name]  
[Recipient's Title]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the International Baccalaureate (IB) program at [School Name]. As a dedicated student with a passion for [subjects of interest], I believe the IB program will provide me with a challenging and enriching academic experience.

Throughout my academic journey, I have consistently strived for excellence, demonstrated through my [mention any relevant coursework, extracurricular activities, or accomplishments]. I am particularly drawn to the IB program's emphasis on [mention specific aspects of the IB program such as critical thinking, global awareness, or community service], which aligns with my personal values and aspirations.

I am eager to contribute to [School Name]'s vibrant community and collaborate with peers who share my commitment to academic and personal growth. I am confident that the skills I will develop through the IB program will prepare me for [future goals, such as college or career aspirations].

Thank you for considering my application. I look forward to the opportunity to be a part of the IB program at [School Name].

Sincerely,  
[Your Name]