

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my enthusiasm for applying to the International Baccalaureate (IB) Diploma Program at [School/Institution Name]. I am eager to embrace the rigorous academic challenges and interdisciplinary approach that the IB curriculum offers.

Currently, I am a [Your Current Grade/Level] student at [Your Current School], where I have developed a keen interest in [Your Subjects of Interest/Extracurricular Activities]. My experience in [Specific Experience or Project Related to IB] has further solidified my passion for [Your Interests/Goals Related to IB].

I am particularly drawn to the IB program because of its focus on critical thinking, global awareness, and community engagement. I believe these values resonate with my personal mission to [Your Personal Mission or Goals].

Thank you for considering my application. I am excited about the opportunity to contribute to and thrive in the vibrant IB community at [School/Institution Name].

Sincerely,
[Your Name]