

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[School or Organization Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my assessment for the International Baccalaureate (IB) Diploma Programme. My work adheres to the guidelines set forth by the IB curriculum, and I believe it reflects my dedication to the subjects I have studied.

[Briefly describe the assessment, including subject, title, and key themes or questions explored.]

I have put considerable effort into this assessment, employing critical thinking and thorough research to ensure a comprehensive understanding of the topic. I believe my findings contribute meaningfully to the subject matter and demonstrate my capabilities as an IB learner.

Thank you for considering my submission. I look forward to your feedback and hope to discuss my assessment in further detail.

Sincerely,

[Your Name]  
[Your Student ID]