

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[School/Institution 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 coursework for the [specific subject] as part of my International Baccalaureate (IB) Diploma Programme.

The title of my coursework is "[Title of Coursework]," and it explores [briefly describe the focus or objective of your coursework]. Throughout this project, I have [mention any significant processes, methodologies, or theories applied].

I have attached all relevant documents, including [list the included documents, e.g., research paper, reflections, data tables, etc.], to provide a comprehensive overview of my findings.

I look forward to receiving your feedback and am available for any further discussions regarding my work.

Thank you for your guidance and support.

Sincerely,

[Your Name]  
[Your IB Candidate Number]  
[Your Course/Program]  
[Contact Information]