

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to participate in the upcoming IB Diploma exhibit scheduled for [date]. As an enthusiastic student in the International Baccalaureate program, I am eager to showcase my project titled "[Project Title]," which focuses on [brief description of your project].

In this project, I aim to explore [central theme or question] and present my findings through [method of presentation, e.g., artwork, research paper, multimedia presentation]. I believe it aligns with the principles of the IB program, particularly in promoting critical thinking, creativity, and intercultural understanding.

I am excited about the opportunity to present my work to peers, educators, and the community, and I am looking forward to receiving feedback that could further enhance my learning experience.

Thank you for considering my participation. I look forward to your response.

Warm regards,

[Your Name]  
[Your IB Candidate Number]  
[Your Contact Information]