

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

International Baccalaureate Organization

[IB Organization Address]
[City, State, Zip Code]

Dear IB Diploma Coordinator,

Subject: Inquiry Regarding IB Diploma Program

I hope this message finds you well.

I am writing to inquire about the International Baccalaureate (IB) Diploma Program offered at [School Name]. I am particularly interested in understanding more about the curriculum, assessment criteria, and any specific entry requirements for prospective students.

Additionally, I would appreciate information regarding the support services available for students throughout the program and any resources for parents to stay involved.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your IB Candidate Number, if applicable]