

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in having you as my mentor for the International Baccalaureate (IB) diploma program. I have always admired your expertise and dedication to student success, and I believe that your guidance would be invaluable in navigating the challenges of the IB curriculum.

As I embark on this journey, I am particularly eager to learn about [specific areas of interest, e.g., research, coursework, CAS experiences, etc.]. I believe that your insights can help me develop a deeper understanding of these aspects and improve my overall performance.

I would greatly appreciate the opportunity to meet with you to discuss this further and explore how we can best work together throughout the program. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your IB Student ID (if applicable)]