

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title/Position]
[School/Institution Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to present my Reflective Portfolio as part of my International Baccalaureate Diploma Programme. I have put significant effort into curating this portfolio, which showcases my journey, reflections, and the skills I have developed throughout the course.

In this portfolio, you will find a collection of my works that illustrate my academic growth and personal development. Each piece has been selected to demonstrate my understanding of the IB Learner Profile attributes and my engagement with the core components of the programme, including Theory of Knowledge, Extended Essay, and Creativity, Activity, Service.

I aim to reflect on my experiences, learning outcomes, and the challenges I faced during this journey. Through this process, I have gained valuable insights and have cultivated a deeper understanding of [specific subject/skills].

Thank you for your time and consideration. I look forward to your feedback and hope that my portfolio effectively communicates my accomplishments and growth.

Sincerely,

[Your Name]
[Your IB Candidates Number]