

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a presentation slot for my IB diploma project titled "[Title of Your Project]."

The presentation is scheduled for [Date of Presentation] during [Time]. I aim to share my findings on [Brief Description of Your Project]. I am excited about the opportunity to discuss my research and the insights I have gained through this process.

I appreciate your support and guidance throughout my IB journey, and I look forward to presenting my work to you and my peers. Please let me know if you need any further information or materials in advance of the presentation.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your IB Student ID] (if applicable)
[Your Contact Information]