

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally introduce my project for the IB Diploma Programme, titled "[Project Title]." The aim of this project is to [briefly explain the purpose and objective of your project].

Throughout the course of my research, I plan to [outline the methods you will use, any key milestones, and what you hope to achieve]. I believe this project is significant because [explain the importance of the project or its relevance to the community or field of study].

I would be grateful for your support and guidance as I embark on this journey. Specifically, I am seeking [specify any assistance required, such as mentorship, resources, etc.].

Thank you for considering my request. I look forward to your feedback and hope to collaborate with you on this project.

Sincerely,

[Your Name]  
[Your IB Candidate Number]  
[Your School Name]