

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

Dear [Recipient Name],

I am writing to express my interest in the International Baccalaureate (IB) Diploma Programme at [School Name]. I am particularly drawn to the challenging curriculum and the emphasis on critical thinking, international-mindedness, and community engagement.

Throughout my academic career, I have demonstrated a strong commitment to academic excellence, as evidenced by my [mention any relevant achievements, awards, or honors]. I believe that the IB Programme will provide me with the skills and knowledge necessary to excel in my future studies and contribute meaningfully to my community.

I am also passionate about [mention any extracurricular activities, volunteer work, or interests relevant to the IB], which I feel aligns well with the ethos of the IB Programme. I look forward to the opportunity to collaborate with my peers and engage in meaningful discussions that extend beyond the classroom.

Thank you for considering my application. I hope to become a part of the vibrant IB community at [School Name].

Sincerely,
[Your Name]