

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit my application for the International Baccalaureate (IB) Diploma Program. Throughout my academic journey, I have developed a passion for [specific subjects or skills relevant to the IB program], and I believe that the IB curriculum will provide me the opportunity to further explore and enhance my knowledge.

I have completed the necessary prerequisites and am eager to embrace the rigorous coursework and challenges that the IB program offers. I am particularly interested in [mention any specific areas of interest in the IB program, such as Theory of Knowledge, Extended Essay, or Creativity, Activity, Service]. I am confident that my dedication and enthusiasm for learning will allow me to thrive in the program.

Thank you for considering my application. I am looking forward to the opportunity to contribute to and grow within the IB community. Please let me know if you require any additional information or documentation.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]