

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[School/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt appreciation for the support and guidance I received during my IB Diploma journey.

I am delighted to share that I have successfully completed the IB Diploma Programme, and I am thrilled with my results. [Optional: Briefly mention any specific achievements or highlights from your experience.]

This achievement would not have been possible without the encouragement from my teachers, the support from my peers, and the resources provided by the school. The IB curriculum has truly shaped my academic and personal growth, and I am grateful for the opportunities it presented.

Thank you for fostering a supportive and challenging environment that allowed me to thrive. I look forward to the next chapter of my life, equipped with the skills and knowledge gained through the IB Diploma Programme.

Warm regards,

[Your Name]  
[Your IB Candidate Number] (if applicable)  
[Your Graduation Year]