

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

Dear [Recipient's Name],

Subject: IB Diploma Submission Guidelines

I hope this letter finds you well. I am writing to provide a detailed guide for the submission of the IB Diploma Programme materials for [insert specific submission deadline or event, e.g., "the upcoming May examination session"]. The following steps and requirements are crucial for ensuring a smooth submission process.

1. **\*\*Collect Required Documents:\*\***

- Completed Extended Essay (EE)
- Theory of Knowledge (TOK) essay and presentation
- CAS (Creativity, Activity, Service) reflections and documentation

2. **\*\*Formatting Guidelines:\*\***

- Documents should be typed in [font type and size, e.g., "Times New Roman, 12pt"].
- Margins should be set to [insert measurements, e.g., "1 inch on all sides"].
- Include a cover page with [list items to include, e.g., "title of the EE, student name, and candidate number"].

3. **\*\*Submission Method:\*\***

- All materials must be submitted via [specify method, e.g., "the online portal, email, or physical submission"].
- Ensure that documents are saved and named correctly as per guidelines, e.g., "[EE\_Title\_YourName.pdf]".

4. **\*\*Deadlines:\*\***

- Final submissions are due by [insert specific date].
- Late submissions may incur [mention any penalties or consequences].

5. **\*\*Verification Process:\*\***

- You will receive a confirmation email upon successful submission.
- Please retain this email as proof of submission.

6. **\*\*Contact Information:\*\***

- For any queries or clarifications, please reach out to [insert contact person's name, title, email, and phone number].

Thank you for your attention to these important details. I look forward to your cooperation in this matter to ensure the successful submission of the IB Diploma Programme materials.

Sincerely,

[Your Name]

[Your Student ID or Candidate Number] (if applicable)