

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

Dear [IB Coordinator's Name],

I am writing to express my interest in applying for the International Baccalaureate (IB) Diploma Programme at [School's Name]. As a dedicated and academically motivated student, I believe that the IB curriculum will provide me with the challenging and enriching educational experience necessary for my personal growth and future aspirations.

Throughout my academic career, I have excelled in various subjects, particularly in [mention relevant subjects/fields]. I am eager to engage in the rigorous coursework and collaborative learning environment that the IB Programme offers. Additionally, I am passionate about [mention extracurricular activities or interests], which I believe align well with the IB's emphasis on holistic education.

I am particularly drawn to the [specific aspect of the IB Programme, e.g., Theory of Knowledge, Extended Essay] as I feel it will enhance my critical thinking skills and prepare me for future academic challenges. I am committed to making the most of this opportunity and contributing positively to the school community.

Thank you for considering my application. I look forward to the possibility of joining the IB Programme and contributing to [School's Name].

Sincerely,  
[Your Name]