

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[School/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my intent to pursue the International Baccalaureate (IB) Diploma Programme at [School Name]. I am eager to engage in this rigorous academic journey and believe that the IB program will significantly enhance my education and personal growth.

Throughout my academic career, I have developed a keen interest in [specific subjects/areas], and I am excited about the opportunity to explore these subjects further within the framework of the IB curriculum. Additionally, I am particularly drawn to the program's emphasis on critical thinking, intercultural understanding, and community service. I am committed to upholding the values and standards of the IB program and am enthusiastic about the challenge of completing the various components, including the Extended Essay, Theory of Knowledge, and Creativity, Activity, Service (CAS). I believe that these elements will not only foster my academic skills but also encourage personal development.

Thank you for considering my application to the IB Diploma Programme. I look forward to the possibility of contributing to and growing within the [School Name] community.

Sincerely,  
[Your Name]