

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

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

Dear [Recipient Name],

Subject: Appeal for IB Diploma Program Admission

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application to the International Baccalaureate (IB) Diploma Program for the academic year [Year].

Firstly, I would like to express my sincere gratitude for the opportunity to apply to such a prestigious program. I appreciate the time and effort the admissions committee dedicates to reviewing each application.

I understand that my application may not have met certain criteria, specifically [mention the reasons cited in the rejection, if applicable]. However, I respectfully request that you reconsider my application based on the following points:

1. ****Academic Performance:****

- [Briefly state any academic achievements, improvements, or relevant coursework that supports your case.]

2. ****Extracurricular Involvement:****

- [Mention involvement in clubs, sports, or community service that showcases your leadership skills and commitment.]

3. ****Personal Circumstances:****

- [If applicable, explain any personal challenges you faced that may have impacted your application.]

I am passionate about the IB program and believe it aligns perfectly with my educational goals and aspirations. I am fully committed to excelling in this rigorous curriculum and contributing positively to the school community.

Thank you for considering my appeal. I would greatly appreciate the opportunity to discuss my application further or provide additional information that may assist in the reconsideration process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]