

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

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the International Baccalaureate (IB) Diploma Program at [School's Name] for the [academic year] academic year. I am excited about the opportunity to challenge myself academically and develop my skills in a rigorous and internationally recognized curriculum.

I have always been passionate about [subject or area of interest], and I believe that the IB program will enable me to deepen my understanding and explore new perspectives. My academic background in [mention relevant subjects or experiences] has prepared me well, and I am eager to take on the challenges that the IB curriculum presents.

In addition to my academic pursuits, I am actively involved in [mention extracurricular activities, volunteer work, or leadership roles]. I believe that these experiences have equipped me with valuable skills such as [list relevant skills], which I can contribute to the vibrant IB community at [School's Name].

I am particularly drawn to [specific aspects of the program or school, such as the Extended Essay, CAS, or a particular subject] and I am excited about the opportunity to engage in a challenging academic environment alongside like-minded peers.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]