

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my gratitude for the opportunity to apply for the IB Diploma Programme at [School's Name]. I am excited about the prospect of joining such a prestigious program that emphasizes critical thinking, international awareness, and academic rigor.

Throughout my academic journey, I have developed a passion for [mention specific subjects or areas of interest], which I believe aligns well with the IB curriculum. I am particularly drawn to the [mention any specific components such as Theory of Knowledge, Extended Essay, or CAS] and how they will allow me to explore my intellectual curiosity further.

In addition to my academic pursuits, I am actively involved in [mention any extracurricular activities or community service], where I have honed my skills in [mention specific skills relevant to the IB framework]. I am eager to bring my enthusiasm and dedication to the IB community at [School's Name].

Thank you for considering my application. I look forward to the possibility of contributing to and growing within the IB Diploma Programme. Please feel free to reach out if you require any additional information.

Sincerely,
[Your Name]