

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request admission to the International Baccalaureate (IB) Diploma Programme at [Institution's Name] for the [academic year/term].

I am particularly drawn to the IB Programme due to its emphasis on critical thinking, global awareness, and intercultural understanding. I believe that participating in this rigorous academic curriculum will not only enhance my knowledge and skills but also equip me for future challenges in a rapidly changing world.

My academic background includes [briefly mention relevant academic achievements, subjects of interest, or extracurricular activities], which I believe will contribute positively to the learning environment at [Institution's Name].

Enclosed are my academic transcripts, recommendation letters, and any additional documents you may require for consideration. I would appreciate the opportunity to discuss my application further and share more about my aspirations and dedication to pursuing the IB Diploma. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]