

[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 hope this letter finds you well. I am writing to inquire about the International Baccalaureate (IB) Diploma Programme offered at [School's Name]. I am very interested in applying for the upcoming academic year and would like to gather more information regarding the application process, curriculum structure, and any specific requirements needed for admission.

Additionally, I would appreciate any insights into the supplementary activities and support systems available for IB students at your school, as I believe these aspects are crucial for a holistic educational experience.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]