

[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 express my sincere gratitude for considering my application for the IB Diploma Programme at [Institution's Name].

I appreciate the time and effort you and the admissions committee dedicated to reviewing my application. The opportunity to pursue the IB Diploma is incredibly important to me, and I am enthusiastic about the possibility of contributing to the [Institution's Name] community.

Thank you once again for your attention and support. I look forward to your response.

Warm regards,

[Your Name]