

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

We are pleased to inform you that you have been accepted into the International Baccalaureate (IB) program at [School's Name] for the [Year] academic year. Your dedication and passion for learning have impressed us, and we believe you will thrive in this challenging and rewarding program.

As an IB student, you will engage in a curriculum that emphasizes critical thinking, intercultural understanding, and holistic development. We are excited for you to explore subjects that promote inquiry and creativity while preparing you for global citizenship.

Important Dates to Remember:

- Orientation Session: [Date] at [Time]
- First Day of Classes: [Date]
- IB Information Night for Parents/Guardians: [Date] at [Time]

Included with this letter are documents outlining the IB curriculum, expectations, and resources available to you. Please take the time to review them carefully.

To confirm your acceptance, please sign the attached acceptance form and return it to the school by [Deadline Date]. If you have any questions, feel free to contact our IB Coordinator, [Coordinator's Name], at [Coordinator's Email] or [Coordinator's Phone Number].

Congratulations once again on your acceptance! We look forward to welcoming you to the [School's Name] IB community.

Warm regards,

[Your Name]

[Your Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

[School's Phone Number]

[School's Email]

[Attachment: Acceptance Form]