

[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 admitted to the International Baccalaureate (IB) program at [School Name] for the [Academic Year]. Congratulations on your achievement!

Please find enclosed information regarding the next steps and orientation details.

Welcome to our community!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]