

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Admission Office]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],
I hope this letter finds you well. I am writing to express my interest in applying for admission to the International Baccalaureate (IB) program at [School's Name] for the [academic year].

Briefly introduce yourself and mention your current school and grade level. State your desire to join the IB program and why you believe it aligns with your academic goals and interests.

Elaborate on your academic achievements, extracurricular activities, and any relevant experiences that demonstrate your suitability for the rigorous IB curriculum.

Conclude with a statement expressing your enthusiasm for the program and a request for further information or next steps in the admission process. Thank you for considering my application. I look forward to the possibility of contributing to and growing within the IB community at [School's Name].

Sincerely,
[Your Name]