

[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.

Congratulations on your achievement! Your application stood out due to [brief mention of strengths, e.g., academic performance, extracurricular involvement, personal statement highlights].

As part of the IB program, you will engage in a rigorous curriculum designed to foster critical thinking, creativity, and global awareness.

We are excited to support you in this journey and look forward to seeing you thrive in this academic environment.

Please find the enclosed documents detailing the next steps for enrollment and important dates. Should you have any questions, feel free to reach out to our IB Coordinator, [Coordinator's Name], at [Coordinator's Email] or [Coordinator's Phone Number].

Once again, congratulations on your acceptance. We are looking forward to welcoming you to our IB community!

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[Contact Information]