

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Admissions Committee/Specific Person's Name],

I hope this letter finds you well. I am writing to express my gratitude for the opportunity to apply to the International Baccalaureate program at [School Name]. I am honored to have been offered admission for the [specific term/year].

I am particularly excited about this opportunity as I am passionate about [specific interests related to IB program], and I believe that the IB curriculum will enhance my understanding of [specific subjects or areas]. It is my ambition to engage in [mention relevant extracurricular activities, community service, or academic goals].

As much as I am eager to join your esteemed institution, I am also reaching out to discuss the [name of scholarship or financial assistance] scholarship that I recently applied for. Securing this scholarship would significantly alleviate the financial burden on my family and allow me to wholeheartedly focus on my studies and personal development.

I would be grateful if you could provide any updates regarding my scholarship application status. Thank you once again for this incredible opportunity and for considering my scholarship request. I look forward to the possibility of joining [School Name] and contributing positively to the school community.

Warmest regards,

[Your Name]
[Your Student ID (if applicable)]
[Your IB Application Number (if applicable)]