

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been accepted into the International Baccalaureate (IB) program at [Your School's Name]. Congratulations on this significant achievement!

Your application showcased your dedication, academic excellence, and passion for learning, and we are excited to welcome you to our IB community.

As an IB student, you will engage in a challenging curriculum that fosters critical thinking, creativity, and global awareness. We believe that you will thrive in this environment and contribute positively to our school community.

Please find enclosed important information regarding the next steps for enrollment, orientation dates, and program prerequisites.

Once again, congratulations on this well-deserved recognition! We look forward to supporting you on your educational journey.

Warm regards,

[Your Name]

[Your Title]

[Your School's Name]

[Contact Information]