

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

Dear [Admission Committee/Specific Name if known],
I hope this letter finds you well. My name is [Your Name], and I am a prospective student interested in applying for the International Baccalaureate (IB) program at [School Name] for the [specify year, e.g., 2024-2025] academic year.

****Introduction****

Start with a brief introduction of yourself, your current educational status, and your motivation for applying to the IB program.

****Academic Interests****

Discuss your academic interests and how they align with the IB curriculum. Highlight any relevant coursework, projects, or extracurricular activities.

****Extracurricular Involvement****

Elaborate on your involvement in extracurricular activities, including clubs, sports, or community service that demonstrate your leadership and commitment.

****Future Goals****

Share your future academic and career aspirations, and how the IB program will help you achieve these goals.

****Conclusion****

Express your enthusiasm for the possibility of joining the IB program at [School Name], and thank the committee for considering your application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]