

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

Dear [Admissions Officer/Head of IB Program],

I am writing to express my gratitude for your acceptance letter to the International Baccalaureate (IB) program at [School Name]. I am thrilled to have the opportunity to be part of such a prestigious program known for its academic rigor and global perspective.

Having pursued my education with a strong focus on [mention relevant subjects or extracurricular activities], I believe the IB program will enable me to further develop my skills and immerse myself in a diverse learning environment. I am particularly excited about [mention any specific courses, projects, or aspects of the program that interest you]. I would like to confirm my acceptance of the offer and am looking forward to joining the [School Name] community. Please let me know if there are any further steps I should complete before the school year begins. Thank you once again for this incredible opportunity. I am eager to contribute to the program and grow as a global citizen.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Contact Number]