

[Your Institution 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 as an exchange student at [Your Institution's Name] for the [specific term or year, e.g., Fall 2024] semester.

Your acceptance is contingent upon the following requirements:

1. [Requirement 1]
2. [Requirement 2]
3. [Requirement 3]

Please find enclosed further information regarding your admission and the next steps you need to follow. We encourage you to reach out to our International Office at [contact information] should you have any questions or need assistance.

Congratulations on your acceptance! We look forward to welcoming you to our campus and community.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Contact Information]