

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

[Host School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name or Exchange Coordinator's Name],
I hope this letter finds you well. My name is [Your Name], and I am an exchange student from [Your Home School/University] in [Your Home Country]. I am excited to have the opportunity to attend [Host School's Name] for [duration of exchange, e.g., one semester, an academic year]. I am looking forward to experiencing [mention any specific aspects of the school or culture you are excited about, e.g., the curriculum, extracurricular activities, local culture]. I believe this exchange will not only enhance my academic knowledge but also help me better understand and appreciate different cultures.

I would like to ask if you could provide me with some information about [any specific inquiries you have, e.g., orientation, schedules, supply lists]. I am eager to make the most of my time at [Host School's Name] and contribute positively to the school community.

Thank you very much for your assistance. I look forward to your response and to an enriching experience at [Host School's Name].

Warm regards,

[Your Name]
[Your Contact Information, if necessary]
[Your Home School/University Name]