

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

[Recipient's Name]
[Title]
[School/University Name]
[School/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for the exchange student program at [School/University Name] for the [specific term/year]. I am currently a [your current grade or year] student at [Your School Name] and am eager to broaden my educational and cultural horizons.

[Briefly explain your motivation for wanting to participate in the exchange program and how it aligns with your academic and personal goals.]

I believe that participating in the exchange program will allow me to gain [specific experiences or skills you hope to achieve] and foster mutual understanding between cultures. It would be a privilege to become a part of the [School/University Name] community.

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from this enriching experience.

Sincerely,

[Your Name]
[Your School Name]