

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well! My name is [Your Name], and I am excited to be your host during your exchange program. I wanted to take a moment to introduce myself and share some information to help you feel more at home here.

[Optional: Brief introduction about yourself, your family, and your interests.]

I am looking forward to getting to know you better and showing you around [Your City/Community]. I believe this experience will be enriching for both of us, and I am eager to learn about your culture and perspective. Please feel free to share any questions or concerns you may have before your arrival. I am here to help!

Looking forward to meeting you soon!

Warm regards,

[Your Name]

[Your Contact Information]