

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[School/Organization Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my excitement about the upcoming exchange student orientation scheduled for [date]. As an incoming exchange student, I am eager to learn more about the school, meet fellow students, and understand the resources available to us.

I would appreciate any information regarding the orientation schedule, important topics that will be covered, and what I should bring along. Additionally, if there are any recommended activities or events afterward, please let me know.

Thank you for your support, and I look forward to a fantastic experience at [School/Organization Name].

Warm regards,

[Your Name]  
[Your Student ID, if applicable]  
[Your Home Country]