

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm the completion of my exchange student program at [Host School/Organization Name].

During my time here from [Start Date] to [End Date], I have had the incredible opportunity to immerse myself in [brief description of experiences, e.g., culture, language, academics]. I am grateful for the support and guidance provided by [mention any mentors, teachers, or coordinators].

This experience has significantly enhanced my understanding of [mention any relevant insights or skills gained], and I believe it will have a lasting impact on my future endeavors.

Thank you once again for this invaluable opportunity. I look forward to staying in touch and hope to apply the knowledge and experiences I gained during my time here in [your home country].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Student ID (if applicable)]