

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] studying [Your Major/Field of Study] at [Your School/University]. I am writing to inquire about the exchange student program offered by [Institution/Organization Name]. I am very interested in participating in this program as I believe it would provide me with valuable international experience and enhance my academic and cultural understanding. I would greatly appreciate any information you could provide regarding the application process, eligibility requirements, and deadlines.

Additionally, I would like to know more about the host institution's academic offerings, potential housing arrangements, and any support services available to international students.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]
[Your School/University]