

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

[Recipient Name]
[Recipient Position]
[School/Organization Name]
[School/Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in participating in the exchange student program at [Host School/Organization Name] for the upcoming [semester/year]. I am currently a [your grade/year] student at [Your School Name], and I am excited about the opportunity to experience a different culture and enhance my education through this program.

[In this paragraph, briefly describe your motivations for wanting to participate in the exchange program. Discuss your interest in the host country, and any specific academic or cultural interests you have.]

I believe that participating in this exchange program will not only broaden my horizons but will also allow me to contribute positively to your school community. [Mention any relevant skills or experiences that would make you a good candidate for the exchange.]

Thank you for considering my application. I look forward to the opportunity to discuss my participation in this life-changing experience further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]