

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

Dear [Recipient's Name],

I am writing to express my interest in participating in the language study abroad program at [Institution/Organization Name].

[Paragraph 1: Introduce yourself and your current academic pursuits.]

[Paragraph 2: Explain your motivation for studying abroad and how it aligns with your goals.]

[Paragraph 3: Highlight any relevant skills or experiences that make you a suitable candidate.]

[Paragraph 4: Conclude with your enthusiasm for the program and any additional information you can provide.]

Thank you for considering my application. I look forward to the opportunity to further discuss my suitability for this program.

Sincerely,

[Your Name]