

[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. I am writing to express my interest in participating in the short-term study abroad program at

[Destination/University] for [specific time period].

As a [Your Major/Field of Study] student at [Your Institution], I am eager to enhance my academic and cultural experiences through this opportunity. The program's focus on [specific subjects or topics] aligns perfectly with my career goals and personal interests.

I am particularly excited about [mention any specific courses, projects, or experiences related to the program]. I believe that immersing myself in [Destination's culture or setting] will enrich my understanding and contribute to my academic growth.

Thank you for considering my application. I look forward to the opportunity to learn and grow through this exceptional experience.

Sincerely,

[Your Name]