

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

Dear [Recipient's Name],

I am writing to express my keen interest in participating in the LJC Exchange Program for [specific term/year]. As a [Your Major/Field of Study] student at [Your Institution's Name], I am eager to expand my academic and cultural horizons through this unique opportunity.

I believe that the LJC Exchange Program aligns perfectly with my academic goals and personal interests. [Briefly discuss your academic achievements, relevant experiences, and reasons for choosing the exchange program.]

Through this program, I hope to [mention specific goals you aim to achieve while participating in the exchange, such as gaining new perspectives, enhancing language skills, or understanding different cultures]. I am particularly drawn to [mention any specific aspect of the program, institution, or location that excites you].

Thank you for considering my application. I am looking forward to the possibility of contributing to and learning from the LJC community. Please find my application materials attached for your review.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]