

[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 the [specific exchange program name] at [host institution name]. I am currently a [your current level of study, e.g., undergraduate, graduate] student at [your institution name] majoring in [your major].

[Paragraph 1: Introduce yourself and your academic background. Explain your motivation for applying to the exchange program.]

[Paragraph 2: Discuss why you are interested in the host country and institution, and how this experience aligns with your academic and career goals.]

[Paragraph 3: Highlight any relevant skills, experiences, or extracurricular activities that demonstrate your suitability for the program.]

[Paragraph 4: Conclude with a strong statement of your enthusiasm for the program and your readiness to embrace the challenges and opportunities it presents.]

Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the [host institution's name] community.

Sincerely,  
[Your Name]