

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[University of Toronto]
[Department/Office Name]
[University Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

I am writing to express my interest in participating in the exchange program at the University of Toronto for the [specific semester/year]. I am currently a [Your Year, e.g., third-year] student pursuing a [Your Major] degree at [Your Home University].

I am particularly drawn to the University of Toronto because of its outstanding academic reputation and diverse course offerings in [specific area of interest]. I believe that studying at UofT will greatly enhance my understanding of [specific subject or field] and allow me to engage with a multicultural environment that fosters both personal and academic growth.

During my time at [Your Home University], I have [briefly describe any relevant experiences, achievements, or skills related to your field of study]. I am eager to immerse myself in the vibrant student community at UofT and contribute positively to campus life.

I would be grateful for any information regarding the application process, eligibility requirements, and important deadlines related to the exchange program. Thank you for considering my request, and I look forward to the opportunity to explore this exciting educational experience.

Sincerely,

[Your Name]
[Your Student ID (optional)]