

[Your Full Name]
[Your Address]
[Your Email Address]
[Your Phone Number]
[Date]

[Host Family Name or Organization Name]
[Address/Department]
[City, Country]

Dear [Name of Host Family or Selection Committee],

Introduction: State your name, age, and where you are from. Express your excitement about the possibility of studying in [Target Country] and why you have chosen this specific exchange program.

Motivation and Goals: Describe why you want to be an exchange student. Mention your interest in the [Target Language] language, the local culture, and what you hope to achieve academically and personally during your stay.

About Me: Briefly describe your personality, hobbies, and interests. Mention your current school subjects, any extracurricular activities, or volunteer work that demonstrates your character and adaptability.

Why Me: Explain why you would be a good fit for this program and a great guest for a host family. Highlight qualities such as open-mindedness, responsibility, and your willingness to share your own culture with others.

Closing: Thank the reader for their time and consideration. Express your hope for a positive response and your readiness to provide any further information required.

Sincerely,

[Your Signature]
[Your Printed Name]