

[Full Name]

[Current Academic Department]

[Home University]

[Email Address]

[Phone Number]

[Date]

[Name of Selection Committee/Coordinator]

[Exchange Program Name]

[Host Department/University]

[Host Institution Address]

**RE: APPLICATION FOR [NAME OF GRADUATE EXCHANGE PROGRAM]**

Dear [Selection Committee or Specific Name],

[Introduction: State your current degree program, year of study, and your specific interest in applying for the exchange program at the host institution.]

[Academic Background: Discuss your current research focus or specialization. Explain how your academic history has prepared you for this exchange and mention any relevant honors or publications.]

[Motivation for Host Institution: Explain why you have selected this specific university and department. Identify specific faculty members, laboratories, or resources unique to the host institution that align with your graduate work.]

[Objectives and Impact: Outline what you aim to achieve during the exchange period and how this experience will contribute to your thesis, dissertation, or long-term professional goals.]

[Closing: Express gratitude for the committee's consideration and state your readiness to provide further documentation or attend an interview.]

Sincerely,

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[Typed Full Name]