

[Your Full Name]
[Your Current Major/Year]
[Home University Name]
[Email Address]
[Phone Number]

[Date]
[Admissions Officer Name or "International Office"]
[Host University Name]
[Department Address]
[City, Country]

SUBJECT: APPLICATION FOR STUDENT EXCHANGE PROGRAM - [SEMESTER/YEAR]

Dear [Name of Contact Person or Selection Committee], I am writing to express my strong interest in participating in the academic exchange program at [Host University Name] for the [Spring/Fall] semester of [Year]. Currently, I am a [Year] student pursuing a degree in [Your Major] at [Home University Name]. Having researched your institution's reputation for excellence in [Specific Field or Department], I am eager to contribute to and learn from your academic community. My primary motivation for choosing [Host University Name] is [Reason 1: Specific course offerings, a particular professor's research, or unique facilities]. At my home institution, I have maintained a [GPA/Academic Standing] and have developed a keen interest in [Specific Topic]. I believe that the curriculum at your university will provide a global perspective that is essential for my future career in [Career Goal]. Beyond academics, I am drawn to the cultural environment of [City/Country]. I am eager to engage in cross-cultural dialogue and participate in [Specific Club, Activity, or Cultural Exchange]. I am confident that my adaptability and previous experiences, such as [Briefly Mention a Project, Volunteer Work, or Achievement], have prepared me to represent [Home University Name] effectively. Thank you for considering my application. I have attached my transcript, curriculum vitae, and [Any Other Required Documents] for your review. I look forward to the possibility of joining your campus and contributing to the diversity of your student body. Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]