

# **Inquiry About Cross-Cultural Exchange Program**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the details of the cross-cultural exchange program that your institution offers. I am particularly interested in understanding the application process, eligibility criteria, program duration, and any associated costs.

Additionally, I would appreciate any information regarding the cultural activities included in the program and the areas of focus for the exchange participants.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]