

# Acceptance Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for participation in the reciprocal exchange program has been accepted. We are thrilled to welcome you to [Program/Institution Name] and look forward to your contribution to our community.

Your exchange period will begin on [Start Date] and conclude on [End Date]. During this time, you will have the opportunity to engage with fellow participants, attend workshops, and explore [specific activities or responsibilities].

Please confirm your acceptance of this offer by signing and returning the enclosed form by [Due Date]. Additionally, please review the attached information regarding travel, orientation, and expectations for participants.

Should you have any questions or require assistance, please do not hesitate to contact us at [Contact Information].

Congratulations once again on your acceptance. We are excited to support you in this journey!

Sincerely,

[Your Name]

[Your Position]

[Program/Institution Name]

[Contact Information]