

Request for Reciprocal Exchange Program Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Institution/Organization]. We are eager to explore opportunities for our students through a reciprocal exchange program.

Could you please provide us with details regarding your reciprocal exchange program? Specifically, we would like to know about the eligibility criteria, application process, and timeline for the program.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]