

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce my dear friend, [Friend's Name], who is interested in participating in your upcoming cultural exchange program.

[Friend's Name] is a passionate [describe their background, e.g., student, professional] with a keen interest in [specific interests related to the program]. They possess excellent [mention any relevant skills or experiences] and are eager to immerse themselves in different cultures and share their own.

Warmest regards,

[Your Name]