

# Request for Information

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in learning more about your school's cultural exchange program. As a firm believer in the value of cross-cultural experiences for students, I am eager to understand how your program operates.

Could you please provide me with the following information?

- An overview of the cultural exchange program
- Eligibility criteria for participants
- Duration and locations of the exchanges
- Cost and funding options
- Application process and deadlines

I appreciate your assistance and look forward to your response. Thank you for your time!

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]