

Dear [Exchange Student's Name],

Welcome to [School Name]!

We are thrilled to have you join us for this exciting exchange program. Our school is located in [City, Country], and we pride ourselves on fostering a diverse and inclusive environment where students from all backgrounds can learn and grow together.

[School Name] offers a wide range of academic and extracurricular activities, including [mention specific programs, sports, clubs, etc.]. We encourage you to take advantage of these opportunities and make the most of your time here.

Your host family, [Host Family Name], is excited to welcome you into their home and help you integrate into the community. Should you have any questions or need assistance, please do not hesitate to reach out to our exchange coordinator, [Coordinator's Name], at [Coordinator's Email].

We hope you have a wonderful experience and make lasting memories during your stay with us!

Sincerely,

[Your Name]
[Your Title]
[School Name]