

Welcome to [University/Organization Name]

Dear [Candidate's Name],

We are delighted to welcome you to [University/Organization Name] as a foreign exchange candidate for the [specific program/semester]. We are thrilled that you have chosen to embark on this exciting journey with us!

As part of your orientation, we have planned various activities to help you acclimate to your new environment, meet fellow students, and gain a better understanding of what [University/Organization Name] has to offer.

Orientation Details:

Date: [Date of Orientation]

Time: [Start Time] - [End Time]

Location: [Orientation Venue]

During the orientation, you will receive important information regarding your studies, cultural adjustment, and available resources. Additionally, you will have opportunities to participate in social activities and tours around the campus.

If you have any questions or need assistance before your arrival, please do not hesitate to reach out to us.

We look forward to meeting you and wish you a successful and enriching experience at [University/Organization Name]!

Best Regards,

[Your Name]

[Your Position]

[University/Organization Name]

[Contact Information]