

Study Abroad Application Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University/College Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request consideration for the study abroad program at [Name of the Institution/Country] for the [academic term/year]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your Institution].

Studying abroad is important to me because [briefly explain your reasons, including educational, cultural, and personal motivations]. I believe that the experience will enhance my academic knowledge and provide invaluable insights into [specific fields or cultures].

I have completed the prerequisites required for this program and have maintained a [Your GPA] GPA. Attached are my transcripts and letters of recommendation for your review.

I would greatly appreciate any guidance on the application process and any additional requirements needed to advance my request. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]