

Confirmation of International Exchange Participation

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your participation in the upcoming International Exchange Program. Your exchange is scheduled to take place from [Start Date] to [End Date], in [Country/Location].

During this exchange, you will have the opportunity to engage in [briefly describe activities or program highlights]. We are excited for you to immerse yourself in a new culture and represent [Your Institution/Organization].

Please find attached detailed information regarding travel arrangements, accommodation, and program itinerary. Should you have any questions or require further details, feel free to reach out at [Contact Information].

Congratulations on this exciting opportunity!

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]

[Contact Information]