

Inquiry About International Exchange Program

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Title] at [Your Institution/Organization]. I am writing to inquire about the details of the international exchange program that your institution offers.

Could you please provide information on the following:

- Eligibility requirements for participating in the exchange program
- The application process and deadlines
- Countries and institutions involved in the exchange
- Funding and scholarships available for participants
- Duration and structure of the exchange

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]

[Your Contact Information]