

# Confirmation of Student Exchange Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your application for the Student Exchange Program has been approved. We are excited to welcome you to [Host Institution Name] for the upcoming academic semester, starting from [Start Date] to [End Date].

Please find below the details of your exchange:

- Student Name: [Student's Name]
- Exchange Program Dates: [Start Date] - [End Date]
- Host Institution: [Host Institution Name]
- Program Details: [Brief Description of Program]

We encourage you to prepare for your stay and look forward to supporting you throughout your exchange experience. If you have any questions, please do not hesitate to contact us.

Once again, congratulations on this opportunity!

Sincerely,

[Your Name]

[Your Position]

[Your Institution]