

Inquiry About Inter-University Exchange Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a student at [Your University] pursuing a degree in [Your Degree/Field of Study]. I am writing to inquire about the inter-university exchange program offered by [University Name].

I am particularly interested in understanding the eligibility criteria, application process, and any specific programs or partnerships that are available. Additionally, I would appreciate any information regarding the duration of the exchange and the financial aspects involved.

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

Sincerely,

[Your Name]