

Request for Inter-University Exchange Program Approval

Date: [Insert Date]

To,
The [Title/Position],
[University Name],
[University Address],
[City, State, Zip Code].

Dear [Title and Name of the Recipient],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., second-year] student pursuing [Your Major/Program] at [Your University]. I am writing to formally request your approval for my participation in the Inter-University Exchange Program scheduled for the [Specify Term, e.g., Fall 2024].

Having researched the opportunities presented through this program, I believe that studying at [Partner University Name] will significantly enhance my academic experience and personal growth. The courses offered align perfectly with my academic goals, and I am eager to engage with diverse perspectives that this program promises.

I have attached all necessary documents, including my academic transcript, letters of recommendation, and a detailed proposal outlining how this exchange will benefit my studies.

I kindly request your support in gaining the required approval for my application to ensure timely submission. I am available for a meeting at your earliest convenience to discuss this further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]