

Welcome to the [Department Name]!

Dear [Student's Name],

On behalf of the [Department Name] at [University Name], we are thrilled to welcome you to our academic community! As an international student, we understand that you are embarking on a new and exciting journey.

Our department is committed to providing a supportive and inclusive environment where you can thrive academically and personally. We encourage you to take advantage of the resources available to you, including orientation programs, academic advising, and cultural events.

We invite you to participate in our upcoming welcome activities scheduled for [dates]. This will be a great opportunity for you to meet faculty members, staff, and fellow students, while also getting to know our campus.

If you have any questions or need assistance, please do not hesitate to reach out to us at [contact email/phone]. We are here to help you succeed!

Once again, welcome to [Department Name]. We are excited to have you with us!

Sincerely,

[Your Name]
[Your Title]
[Department Name]
[University Name]