

Dear [Language Exchange Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] at [Your University] studying [Your Major]. I am writing to inquire about any language exchange opportunities that may be available through the university.

As someone passionate about [Target Language], I believe that engaging in language exchange can greatly enhance my language skills and cultural understanding. I would love to connect with native speakers or fellow students interested in practicing [Your Language] in exchange for [Target Language].

If there are any programs or events planned for language exchange, I would appreciate any information you could provide. Additionally, I am eager to hear if there are specific requirements or applications to participate.

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

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]