

Dear [Recipient's Name],

We are excited to invite you to join our University Language Exchange Initiative! This program aims to enhance language skills and foster cultural understanding among students from diverse backgrounds.

The language exchange sessions will take place bi-weekly, providing a fun and engaging environment to practice your language skills while meeting new friends. Whether you are a native speaker or a learner, everyone is welcome!

First Meeting: [Date]

Time: [Time]

Location: [Location]

To confirm your participation or if you have any questions, please respond to this email by [RSVP Date].

We look forward to seeing you there and embarking on this exciting journey of language exchange together!

Best regards,

[Your Name]

[Your Position]

[University Name]

[Contact Information]