Language Exchange Pairing Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Coordinator's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [University Name]. I am writing to request assistance in pairing with a language exchange partner.

I am eager to improve my [Target Language] skills and would appreciate the opportunity to connect with a native speaker who is interested in learning [Your Native Language]. I believe this exchange would be mutually beneficial and a great way to enhance our language skills.

If possible, I would like to be paired with someone who is at a similar proficiency level, as I feel this would facilitate effective communication and learning. I am available [Your Availability] and would be flexible in scheduling our sessions.

Thank you for considering my request. Please let me know if there are any steps I need to complete or forms I need to fill out. I look forward to your positive response.

Best regards,

[Your Name]

[Your Student ID (if applicable)]