

Language Exchange Program Approval

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your application for the Language Exchange Program has been approved. Your dedication to enhancing your language skills and cultural understanding is commendable, and we believe this program will provide you with the experience you seek.

The program is set to commence on [Start Date] and will continue until [End Date]. You will be partnered with a fellow participant whose native language is [Target Language].

Please find attached the participant guidelines and schedule for your reference. We encourage you to reach out if you have any questions or require further assistance.

Congratulations once again!

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]