

Confirmation of Exchange Program Involvement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

Dear [Recipient's Name],

We are pleased to confirm your involvement in the [Name of Exchange Program] for the term starting [Start Date]. This program offers you the opportunity to broaden your horizons through cultural exchange and academic collaboration.

Details of your involvement are as follows:

- **Program Location:** [Location]
- **Duration:** [Duration]
- **Program Coordinator:** [Coordinator's Name]
- **Contact Email:** [Coordinator's Email]

Please ensure that you meet all necessary requirements prior to your departure, including visa arrangements and health insurance. Should you have any questions or need further assistance, feel free to reach out to us.

We look forward to your participation and wish you a fulfilling experience!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]