

Exchange Student Coordinator Authorization

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Institution: [Recipient's Institution]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves to authorize [Student's Name], a student at [Your Institution's Name], to participate in the exchange program organized by [Partner Institution's Name] during the [specified term/semester].

As the Exchange Student Coordinator, I confirm that [Student's Name] has met all necessary requirements for participation and is eligible for this program.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Institution's Name]
[Your Contact Information]