To,

The Office Global Engagement, IIT Madras

Subject: Letter of Approval for Exchange Program at [Host University]

I, [FirstName LastName] of [Department]from [Year,Sem] wish to apply for the exchange program at [Name of the Host University]. My CGPA is [CGPA Score].

I have included the list of tentative courses I plan to do at [Host University].

|  |  |
| --- | --- |
| Course Name (At Host University) | Credits (At Host University) |
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|  |  |

*[Edit the table depending on number of courses]*

Requesting you to kindly approve my nomination and application for this exchange program.

Thanking you,

First name  
- Last name  
- Date of birth  
- Nationality  
- Duration of stay (tentative)  
- Department of study at Host University (faculty/ institute)  
- E-mail

Faculty Advisor Head of Department