To,

The Office of Global Engagement,

IIT Madras.

Subject: Letter of Approval for Exchange Program at *[Name of the Host University].*

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

- First Name

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

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| --- | --- |
| Course Name (At Host University) | Credits (At Host University) |
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Requesting that you kindly approve my nomination and application for this program.

Thanking you,

*{Name and Signature}*

Approved by,

Faculty Advisor Head of Department