Sample Study Abroad Program Approval Letter

[Your Name]

[Your Title]

[International Programs Office Name]

[University/Institution Name]

[Institution Address]

[City, State, ZIP Code]

[Date]

[Student's Name]

[Student's Address]

[City, State, ZIP Code]

Dear [Student's Name],

Subject: Study Abroad Program Approval

I am pleased to inform you that your application to participate in the study abroad program at [Host Institution Name] has been approved. Your commitment to broadening your horizons and experiencing new cultures is commendable.

Please review the attached study abroad program approval details, including program dates, courses, and any pre-departure requirements. If you have any questions or need further information, please contact our international programs office.

We wish you a transformative and enriching experience during your study abroad journey.

Sincerely,

[Your Name]

[Your Title]