

Day, month and year *[example: 14/10/2024]*

Concerns: *[insert a brief and concise subject line (with a catch)]*

Dear ... *[the person you wish to address, try to be as specific as possible]*

Start with an introduction of yourself with interesting value points you wish to mention, as a dynamic and enthusiastic student.

Add a paragraph with the origin of your interest, your own personal reasons to apply for an exchange. Specify your current degree at LUCA, the competences you have built so far, and topics you are passionate about.

Dedicate a paragraph about why you address this school and why you find their philosophy/culture interesting. Mention the specific campus and degree do you wish to apply for. Show that you know what your desired degree expects from candidates and why you are a promising match.

You can also mention the reasons of your interest for the country, its cultural values, societal character, people, habits, ... and how these match with you and your interests.

End with a conclusion why you wish to study at this school and why they should consider you as an optimal candidate.

Best regards

[your signature here]

Your name

Attachments: *[here you mention and refer to additional documents which support your application]*