To whom it may concern

Today’s date

**Nomination letter**

Dear Sir/Madame,

We are writing to confirm that **Ms/r. Name Surname** (DOB **dd/mm/yyyy**) has been nominated as an exchange student to participate in the Study Abroad program during the Spring/Fall semester of academic year 2020-2021 at **Name of the host university, Country** on tuition fee waiving basis.

The student named above is currently studying at the Bachelor’s/Master’s degree programme Name of the study programme and has successfully fulfilled the requirements that qualifies her/him to study at **Name of the host university, Country**.