

Organization
Attn: ___

[Date]

Dear _____

RE: Exchange to Costa Rica

[Organizations organizing exchange] are organizing a Learning Exchange, [dates]. This Exchange, inclusive of travel days, is scheduled to take place in [local office] and in Costa Rica from approximately [dates]. On this exchange, [brief description]. Then, you will participate in a week of tourism and learning in Costa Rica hosted by [organization name].

The purpose of the exchange is to:

1. Allow [participants] the opportunity to see sustainability initiatives implemented on-the-ground
2. The opportunity for [participants] to learn from each other on how different countries have used [key exchange topic];
3. To work towards concepts for implementation of [exchange topic].

It is our pleasure to herewith kindly invite you to participate in the abovementioned learning exchange.

All expenses for transport, board, and lodging will be provided. Further details on the learning exchange, including preparatory materials, will be communicated in due course. The workshop will be conducted in English.

Yours sincerely,
