Dear

As Assistant Head Teacher at a 6th form college called "Risskov Gymnasium" in the city of Aarhus (pop. approx. 300,000 - the second largest city in Denmark), I’m writing to you to present an idea. We have approximately 800 students enlisted ranging from 15 to 19 years of age, 80-90 teachers, and 15-20 administrative and technical staff members. The school is located in the beautiful northern part of the city, with easy access to the forest and the beach, but still very close to the centre of the city.

Part of my job here is to expand our international activities. Our current international activities include

* having foreign bachelor students giving talks in our school
* giving all our students the opportunity to participate in 1,2 or 3 excursions to a foreign country
* working with partner schools- and classes in other countries
* exchanging students and teachers with partner schools in other countries.

Currently I’m working on expanding the number of partner schools with exchange agreements. This is why we would like to get in contact with upper secondary schools (high schools) in your region. More specifically, we are looking for schools that would be interested in setting up a mutual exchange agreement with us based on a common agreement of scope and content.

What we are offering are as follows:

* classes/courses (many taught in English) and social activities at our school
* a tutor being responsible for exchange students at our school, making sure that the student feels included
* room and meals in the home of one of our students (not including lunch on school days, as this is most often bought in school)
* a certificate in English stating that the exchange student has attended Risskov Gymnasium as part of our exchange program
* an introduction to the local environment here in Aarhus, Denmark
* Pick-up in Danish airport

What we ask is that you can provide something similar. That is that you are willing to include a Danish student in grade 11 or 12 for approximately 6 weeks and that you can find a student willing to have the Danish student live in his or her house and provide meals, not including lunch on school days. We would also expect that the family providing room and board will be willing to pick up the Danish Student at an airport nearby.

We require from our students that they are academically and socially motivated and can find the financial resources to cover transportation to *your location*; all necessary insurances and allowance.

I very much hope that you can see the positive aspects of such a partnership. I believe that networking and creating relations across boundaries will make better students and more empathic human beings.

If you are positive towards such an agreement, I would very much like to visit your school and talk to you about the specifics of such a partnership.

You are also most welcome to visit our school if that should have any interest. Our website at [www.risskov-gym.dk](http://www.risskov-gym.dk), though primarily in Danish, might give you some idea about us.

I do not expect a confirmed commitment, but before embarking on a trip to visit you, I would like to know that you are leaning in favour of a partnership.

I look forward to hearing from you.

Yours Sincerely

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