

**SAMPLE HOST FAMILY WELCOME LETTER**



International Student Exchange  
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The Richardson Family  
42920 Summit Drive  
Evansville, MN 56326

Program: 09/10 SY  
From: Jul. 20, 2009 thru Jul. 30, 2010

Tuesday, September 21, 2010

Dear Richardson Family,

On behalf of everyone at ISE, we would like to thank you for opening up your heart and home for Katrin Albert from Germany.

We know that this experience will be a wonderful one for you and your family. By sharing your life with a young international student, you are giving your student the opportunity of a lifetime. Many students dream about living with an American family. It is only through families such as yours that this dream can become a reality.

ISE provides you with full support throughout Katrin's stay. Your supervising Area Representative is Danielle Owen, Phone Number: (218) 839-4416. The Regional Director is Dawn Houser, Phone Number: (218) 894-1819.

Katrin has already received the insurance information package containing an Insurance ID Card, claim forms and instructions on how to use them. At any time you can also contact Danielle Owen for information regarding the student's insurance, in case the student needs any assistance.

Danielle Owen will make monthly contact with Katrin and is always available to you should you have any concerns during the program. Enclosed is a host family handbook, student and HF evaluation packets and information regarding the student's insurance. Please be sure to read and review all the information contained in the handbook. Please also encourage Katrin to read and understand the guidelines in the student handbook. Sometime before Katrin's arrival, you will be contacted by your Area Representative for an orientation. At this meeting your Area Representative will review the handbook with you and will answer any questions you and your family might have.

Again, we thank you for sharing in our mission of making the world a little smaller, one student at a time.

Very truly yours,

International Student Exchange