Dear Sir/Madam

I am writing this letter to bring your attention to my attendance in your college upcoming training course.

As mentioned in your website, the course will be held on 2-Dec-2020 with the subject of new innovations in oil and gas directional offshore drilling. According to my flight ticket, my arrival date will be on 29-Nov-2020 and departure will be on 3-Dec-2020.

With regard to the instruction of course in the website, a one bed rooms on Wiliam campus will be delivered to attenders, but I want to ask you for more details on procedure of receiving these rooms to avoid any delay.

So please kindly let me know about the rooms facilities and procedure of delivering considered place for students and information about how getting to or from the accommodation office location after flight.

I look forward to receiving your response.

Best Regards

Hellen Kayle