Dear Sir,

I am writing to bring your attention about my information in order to settle in your accommodation.

My name is Susan Smith. I am graduated in accounting in master degree. I have taken a six month training course in an accounting management course. My arrival date is on December 8th and I will leave on 6th of July, 2021.

My plan is to find a private accommodation for seven month. I would like to have a small apartment with good air conditioner as I have Asthma and in the winter it will be intensified.

I will be pleased to know about the distance between college and accommodation place. As I do not have a car I would prefer to use public transportation system. I want to know what kind of public transportation is available to get to college in a short time.

I will look forward to receiving your response.

Your sincerely

Susan smith