Dear Sir/Madam,

I am writing to inform you that I will be attending a one-month intensive English course in your college which will be held from 2nd November to 2nd December 2021, so I would like to check some details about my accommodation and transportation with you.

I will be arriving in the morning of 1st November and will be leaving at night of 4th December, so I will require accommodation for this period of time. I would like a private room also an independent bathroom preferably. It would be very nice if other people living with me attend to the same course.in addition, it would be great to tell me about the cost and payment.

As I am not familiar with the area, I will be grateful if you could provide me with some information about the public transportation and other accessibilities to commute from my accommodation to the college and back. Moreover, that would be appreciated if I could have a map of the city and college whenever I arrived.

Thanking you for your assistance in advance and I hope to get your response as soon as possible.

Yours faithfully,

Monire Ashrafi