You are going on a short course to a training college abroad. It is a college that you have not been to before.

Write a letter to the accommodation officer. In your letter

• give details of your course and your arrival/departure date

• explain your accommodation needs

• ask for information about getting to and from the college.

Dear Sir/madam,

I am writing this letter to inform you that I going to attend the college for a three-month course as a part my education requirement, which is why I am arranging this with you.

I will arrive there at 23th of this December, a week before the first day my class will be started. Moreover, when I will finish the course is at Mach 30, and I plan in order to leave the city about a week later at April 7th. So I assume you need to have these dates for later arrangements.

What I need in terms of accommodations include mainly a place to live and an amenable means of commuting. In other words, please book a one-bedroom apartment which is preferably near to the college. Furthermore, please arrange a shuttle service for It can transfer me to and from the airport.

What more I need you provide is the information related to the available means of transportation that I may rely on in the city. In the list, please include not only the schedule but also the cost associated with each of them. If there is a chance, please register me to obtain bus ticket with student’s discount included.

Best regards,

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