Dear sir/Madam,

I am an exchange student who will be attending the course in Project Management at your university. I would like to inform you my accommodation needs.

My intensive course will start on the first of September and end on 31th September but I will arrive on 23th August and leave on 5th January. I would like to have some information about housing that I will have during the semester. I prefer to have a single room with attached bathroom. If that is not available, the shared flat or house with other students is great as long as I can keep my privacy.

Transportation is another thing that I would like to know about that. Would you please let me know if I can take public transportation to commute between university and housing. I appreciate to have complete address to find the convenient way to access the accommodation.

Thank you so much for you time and consideration. I look forward to hearing from you.

Sincerely yours,

Masoumeh Ghazinejad