Shiva Emadi / Week 4 writing task 1

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 to ask for a clean dorm room during my training course in Oslo for a maximum of 40 days in a row.

I got an acceptance letter in PMI in English and it will start in the next couple of weeks. Therefore, I inform you promptly about my arrival and departure flight dates which are on the 15th of July and three months later on 15th September accordingly.

There are two accommodation facility requests to consider if there are possible. First and foremost I need primary kitchen utilities to able me to do the cooking and then a comfortable mattress for the bedroom.

One more question which is, what are the transport facility to the college, as I settled down in the dorm? Besides, I am wondering how much time it takes to arrive there by walk because I am into walking more than others.

Thank you so much for your help and support. I look forward to receiving your response.

Best Regards

Zania