Dear Sir or Madam,

I am writing to inquire about the possibility of staying on your campus for a short period of time this summer. I am an undergraduate student who will take a neuroscience summer course at Waterloo university from June 2nd till July 2nd. My flight will depart from IKA on June 1st at 5 PM, and it will land at YYZ on June 2nd at 9 AM, your time.

I would appreciate it if you could provide me with an apartment within a short walking distance to the university. To let you know, I have no objection in sharing the apartment as long as I can keep my privacy. In addition, It would be great if you could manage to choose my roommates from my classmates as we have more in common.

Further, I need to know the information about possible ways to commute between my residence and the college. Does the college provide any free transportation service on campus or any discount for local transportations?

I look forward to receiving your response.

Yours faithfully,

Rey Pah