Dear Sir or Madam,

I am writing this email to inform you that I will be participating in English course that is going to be held at KTM college.

Since the course starts on July 16th and ends on September 15th, 2020, I will be arriving at London, 3 days prior to the first day of the class, which gives me adequate time to familiarize with city and my residence. In addition, I would like to inform you that I have planned to return to my country a week after end of the class, as I am going to go on sightseeing in Oxford and Manchester.

As for my desired accommodation, I would appreciate it, if you could provide me a room with a private bathroom, which indeed must be in good condition. I have no problem to have a roommate as long as he/she respects when quiet time is needed.

Since I am not going to rent a car while I am in London, I would need to know how to get to university by public transport from my residence and vice versa. Hence, that would be great if you could provide me London’s Metro map.

Thank you in advance for your assistance, and I look forward to receiving your response.

Yours faithfully,

John.