«Title» «First\_name» «Surname» 3/2 Street

|  |  |  |
| --- | --- | --- |
| «Address» |  | CanTho |
| «City» |  | VietNam |

«Country»

Dear Participant

As you may be aware we have been running a variety of courses at the college ranging from 1 week to 12 weeks. We are now happy to inform you that we are introducing a number of 2-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule. We look forward to your participation.

Yours truly,

Course Director