<<Title>> <<First\_Name>> <<Surname>>  
<<Address>>  
<<City>>  
<<Country>>

3/2 street

CanTho

VietNam

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