

You would like to participate in a work-related seminar in another country.

Write a letter to the person in charge of the seminar and ask for detailed information regarding the dates, program, accommodation and cost. You do NOT need to write any address.

Dear Sir or Madam,

I am Asim Khan, currently working as a software engineer in Abu Dhabi. I have learned about your seminar on Ethical Hacking, scheduled by the end of this year, and reaching out to you for the details.

I would like to know the duration and schedule of the workshop, also it is of great importance for me to understand the aspects of the program: areas of discussion in the Ethical Hacking and how about criterion, I mean would it be only theoretical or I can expect to have hands-on as well.

Furthermore, the cost of day lunches, timeout and evening snacks is not mentioned in the advert, the only thing which is mentioned is that it is a community held for the software developers' community, so please illustrate about the unnoticeable overheads.

I would be really thankful if you could elaborate about the accommodation in the festive city. I want to know whether attendees would get arranged with the accommodation for the days they are in the town.

I really appreciate your time and looking forward to your reply.

Yours faithfully,

Asim Khan