<<Title>><<First\_Name>><<Surname>>

<<Address>> 3/2 Street

<<City>>  CanTho

<<Country>> 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