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| 3/2 Street  CanTho  VietNam |

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

<<Address>>

<<City>>

<<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