«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