<<Title>> <<First Name>> <<Surname>> 3/2 Street

<<Address>> CanTho

<< City>> VietNam

<<Country>>

Dear Participant

As you may be aware we have been running a variety of courses at the college ranging from I 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