

November 16th, 2021

Dear Ms Brown,

I want to be consulted about the life skills courses you advertised in Teenage Magazine. Therefore, I am writing this letter to enquire more information about the courses from you.

To introduce about me, I am an introvert person. I would like to stay at home with my PC rather than hangout with other people. I rarely have a talk with anyone else. As a result, there is a problem with my interpersonal communication skills. I lack those skills, which prevents me from having more chances to be promoted. I don't feel comfortable to talk to other people, especially to a crowd. The problem is worse when I work in a group. It is my difficulty to express my ideas and opinions to the teammates. This issue concerns me so much that I must find a solution.

I would be very pleased if you can help me find the most suitable course for me. I know that there are various courses for almost problems, but I want to focus on my issue. Furthermore, it would be nice of you to let me know how long the course will take. If you do so, I can arrange my time and have an optimal result. I wish to have information about the starting date as well as the ending.

Moreover, would you mind giving me information about the lecturers and trainers? It is good to know about them. I can find the common personalities and interest among me and them, so that the communication will be easier and the course is more effective. Additionally, I wonder whether I will receive a certificate at the end of the course if I complete it successfully. Last but not least, I wish to know about the tuition fee in order to have a preparation, and also about the discount if I enrol early.

I hope that your advice will help me choose the most appropriate course for myself, so that I can resolve my problem. I can improve my essential skills and be an independent and successful person as well.

Thank you so much in advance. I am eager to receive your response.

Respectfully,

Khanh Nguyen