Semi-Formal Letter

You are going on a short training course at a college in Sydney, Australia. You need somewhere to live while you are there.

Write a letter to the accommodation officer at the college. In your letter:

Write a letter to the accommodation officer at the college. In your letter:

- **explain your situation**
- **describe the accommodation you require**
- **say when you will need it**

Write at least 150 words.

You do NOT need to write any address.

Begin your letter as follows:

Dear _____

Dear Mrs Walker

This is to brief you about my upcoming training course at your college in Sydney, Australia. I will be there to attend the Brain- Based Learning program at Victoria College for a period of three weeks from July 2st to July 22st, 2010. I am hoping that you will be able to assist me with my accommodation arrangements.

As I am slightly older than most of the other participants, I would appreciate it if you could find a private studio apartment for me, close to the college. It would be ideal if I could walk to school each day, but if not, I would need convenient access to public transportation. I fully understand some of the events on campus finish quite late so I would prefer not to walk in an unfamiliar neighbourhood after dark. In terms of the apartment, all I require is a cozy bed, a desk, a TV, an Internet connection, an ordinary kitchen and a bathroom. My current budget is around US $1000 for 3 weeks.

As I will be arriving on July 1st, I would need the apartment to be available from that night until the day of my departure, which is July 23rd. My last night in the apartment would be July 22nd.Please let me know clearly if you are able to find such an apartment and if not, please suggest other suitable arrangements.

 I look forward to hearing from you soon ,

Yours sincerely,

Jane Goodwin

Comment : a letter rich in adjectives and adverbs, which are used in their most proper locations.