

Formal letters – Request for information

C/ San Miguel, 8
Madrid
28010
Spain

English Around the World
12, Pembroke Rd
Cambridge
CL5 2RX
United Kingdom

9th May 2005

Dear Sir/Madam,

I am very interested in your courses of English for Foreigners in Cambridge advertised in the "Evening Standard" and **I would be very grateful if you could send me further information on** the courses taking place in July.

I am particularly interested in knowing the prices of the courses as well as the different possibilities of accommodation.

I look forward to hearing from you.

Yours faithfully,

A. Pedrera

ANA MARÍA PEDRERA SANZ

- Other useful expressions for this type of letters:

- ***I am writing to enquire about.....***

- ***I would appreciate receiving***

- ***I was interested in your..... and I would like to have further information / full details on.....***

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