

Celovška 10  
1000 Ljubljana  
Slovenija

19/03/2005

Mary J. Smith  
3 Oak Lane  
London W1N4AP

Dear Ms Smith

I am writing to enquire about your advertisement for school leavers.

Could you please send me any brochures that you have available. I am interested in accommodation with host families or hotels and booking details?  
Is in this language course a lot of sports activities and sightseeing?

Please let me know if a deposit is required and if there are extra charges and health insurance.

I would be grateful to receive any information you have as soon as possible.

Yours faithfully,

Maja