

*1C Sze Chiu Suet*

6 Shek Lei Street  
Kwai Chung  
The New Territories

24<sup>th</sup> March 2023

Mr. Steve Wong  
5/F, 100 Nathan Road  
Kowloon  
Hong Kong

Dear Mr. Wong,

I am writing to request more information about the exchange programme to Ushiku, Japan. I have read the advertisement and got interested in it. Would you please tell me more details about this programme?

First of all, as I have never been to Japan, I wonder if there is any briefing session before the journey for me to acquire more information. If so, I would like to know when the briefing session is.

Besides, I would like to ask you how much I shall pay if I join this exchange programme and what is included in the price. Are insurance plans and flight tickets included? Since I am just a thirteen-year-old teenager, I cannot afford a very expensive exchange tour. Also, I would appreciate it if you can kindly tell me whether I must join this programme with an adult so I could tell my parents about the arrangements.

Furthermore, I would also be grateful if you could inform me more information about the Japanese family. I would like to know where the house is located. Is it close to a shopping mall or in the suburbs? I hope the transport there is convenient so that I can purchase souvenirs easily. Moreover, I would like to ask whether the family members know English. If they do not, maybe it is time for me to learn basic Japanese so that I can communicate better with them. It would also help if you could let me know whether I have a room for myself since I am not used to sharing the same bedroom with others. In addition, I hope you might also let me know about what I can eat in the house. Since I am allergic to seafood, please do not

offer food that contains any seafood to me. Otherwise, my life will be in danger. What is more, would you also please tell me whether I have to pay extra money if I use the facilities in the house?

Finally, could you simply tell me about the itinerary on these ten days spent in Japan? Also, I would like to know what time we will depart from Hong Kong to Japan? I would appreciate it if you can tell me whether it is possible that I stay behind and plan my own schedule to travel in Japan.

In conclusion, I would like to thank you in advance for your assistance. I look forward to your reply at your earliest convenience.

Yours sincerely,

*Yangora Sze*

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