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

Dear Mr. Wong,

I am writing to request more information about the Sister City Exchange Programme of Ushika, Japan.

To begin with, I would like to know more information about the host family. As I need to stay in an unfamiliar Japanese family, my family worry about my safety. I wonder if you would mind telling me if the host family have criminal records. Furthermore, I would like to ask if the family speak English? If so, I can communicate with them more easily.

Secondly, I would like to know what traditional or modern attractions we will visit and what activities we will do for knowing more culture about Japan. In addition, I would also like to know which local high school I will go and what I will do there.

Finally, I hope you might also let me know which payment methods I could use and how much the exchange programme costs. Is there any discounts for students?

I would like to thank you for your time and assistance. I am looking forward to your reply soon.

Yours sincerely,

Bonnie Hui

(208 words)