

Jolyon Lo
6 Shek Lei Street,
Kwai Chung, the N.T.

2nd June 2022

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

Dear **Mr. Wong**,

I am writing to ask if you could inform me about the details regarding your exchange programme. It caught my attention after I saw an advertisement about it as I would love to learn more about Japanese culture, customs and traditions.

Firstly, I am a huge fan of Japanese culture and have a strong desire to live in Japan so I **would be grateful** if I can participate in this exchange programme. In addition, **I would like to know** how we can choose the Japanese family we live with or how the organization matches us. **I was also wondering** whether the Japanese family speaks Japanese or English. I am able to communicate on a fundamental level in Japanese.

Secondly, **I would like to know** the exchange programme's schedule. **I would like to know** which high school we will visit and what activities we will participate in to experience the traditional and modern culture.

Thirdly, **I would like to ask** about the number of participants in this exchange programme and if there is any interview.

Finally, **I would like to know** the cost of the programme and whether meals and flight tickets are included. What is more, **I was wondering** if the exchange programme includes any insurance coverage. **I hope you might also let me know** if advance payment is required.

I would like to thank you for your kind attention and time. I look forward to hearing from you soon.

Yours sincerely,

Jolyon Lo