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## Dear Mr. Smith,

**My name is Yuki.** I am a freshman at a Japanese university, and I am interested in joining ABC English School for a one-month short-term program this summer. I have a few questions regarding the program.

First, could you please let me know what level of English proficiency is required to enroll? Additionally, I would like to know the tuition fee and whether I need a visa for the program. I am also wondering if the school can arrange accommodation for students. Finally, is there anything else I should be aware of before applying? Thank you for your time and assistance.

Best regards, Yuki

