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The Netherlands

Cash and Traffic Management Ltd

48 Queens Road

Coventry

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UK

16 June 2016

Dear Mr Kane,

My name is Manon Melkert. I am a 25-year-old girl from Tilburg, The Netherlands. The reason I am writing this letter is because my English teacher gave me a folder (in class) about the BBC recording studios.

In the first week of June we’re planning to go to London with 30 pupils and 4 teachers. We’re going to visit London to celebrate the end of our school year/ the end of the exam period. We were wondering if it is possible to book a tour through the studios. We would also like to know if it is possible to be present during a broadcast/ recording.

At last we would like to know what the total costs are going to be/ how much money the complete excursion is going to cost. Does a discount apply to groups?/ Are there any discounts for groups?

I hope to hear from you soon./ I would like to hear from you soon.

Yours faithfully,

Manon Melkert