

1509 – Zakelijke brief

Amy Cooper  
Ozzy Gear  
8 Summer Street  
Forbes Hill 6570  
Perth  
Western Australia

24 June 2009

Dear Mrs Cooper

Further to our telephone conversation of this morning, I have pleasure in sending you the confirmation of your booking for three places on our Dutch intensive training programme.

We have reserved a place for Matt Wilton, Jamie Swales and Fiona Macintyre from 26-30 August. Each participant will receive four hours of private tuition per day and will also have access to the computer and language labs for four hours per day. Full details of the programme can be found in the brochure enclosed with this letter.

The course runs from 8.30-17.30 on Monday to Friday. However, participants are requested to attend at 8 a.m. on the first day of the course in order to register.

The cost of the course is €1,650 (excl. 19% VAT) per participant. This includes all materials. Payment for half of the full amount will be required before commencement of the course. The remainder will be payable on completion of the course. An invoice for € 2,945.25 has been enclosed with this letter and is payable within 14 days of receipt.

If you have any queries or require any further information, do not hesitate to contact me. We look forward to welcoming Mr Wilton, Mr Swales and Ms Macintyre on Monday 26 August.

Yours sincerely

Janine Teunissen

Enclosures: 2

Keizersgracht 104

1018 KV Amsterdam

Tel.: (020) 02 64 81 76

Fax (020) 02 64 81 77

E-mail: [info@lw.nl](mailto:info@lw.nl)