Hypothetical Sample Email (In Accordance with Policy)

To: info@21academy.education
Subject: Request for Acceptance Letter

Dear Administration Team,

I am writing to submit a copy of my new accommodation agreement. I kindly ask you to issue a new acceptance letter for residency permit application purposes.

Please find the accommodation agreement attached to this email. Should you require any additional information or documentation, please let me know at your convenience.

Thank you for your assistance.

Kind regards,

Student Name: Joseph Borg
Student Number: UDBA-AUG20-33