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Dear Professor Huang, I write for information regarding the forthcoming International Education Conference to be held at your prestigious university. I am a first-year student from Nanjing University majoring in Education, and have a particular interest in the teaching of work place skills and employer 's perceptions of new graduates. I plan to attend the conference and would like information about the contributory speakers, the content of their talks, and their research interests. However, although I have been living in Nanjing in the past four years, I am unfamiliar with Nanjing. Therefore, if you could please also send the details of how to get to your university it would make my arrangements much easier. In addition, if you could let me have details of the accommodation that is available I would be more than grateful. I look forward to receiving the information and meeting you in person. Sincerely yours, Frank

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