

How to Write a Confirmation E-mail to **ACCEPT** Participation

- 1) In the subject line of the e-mail, write “ACCEPT”.
- 2) In the body of the e-mail, type out the following statement:

I confirm that I will participate in the HIF Japanese Language and Japanese Culture Program in the summer of 2020. I will pay the necessary program fee by the deadline indicated in the acceptance announcing e-mail.

I understand that my application will be cancelled if HIF does not receive my program fee by the deadline.

How to Write a Confirmation E-mail to **DECLINE** Participation

- 1) In the subject line of the e-mail, write “DECLINE”.
- 2) In the body of the e-mail, type out the following statement:

I do not intend to participate in the HIF Japanese Language and Japanese Culture Program in the summer of 2020.

