How to Write a Confirmation E-mail to <u>ACCEPT</u> 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 2024. I will pay the necessary program fee by the deadline indicated in the acceptance announcing e-mail.
I understand that my application will be canceled if HIF does not receive my program fee by the deadline.

How to Write a Confirmation E-mail to <u>DECLINE</u> 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 2024.

HiF

HOKKAIDO INTERNATIONAL FOUNDATION