

From: Rui Ishikawa  
To: Mick Woods  
Subject: Access from the airport

Hi Mick,

Thank you for sending your itinerary.

To get from the airport to our office, you can either take the Narita Express train or Airport Limousine Bus. They both depart about every 30 minutes, and the cost is 3,110 yen for the train and 3,000 yen for the bus.

If you take the Narita Express, get off at Shinjuku Station and take a taxi from there to our office (about 10 minutes). The driver will likely understand if you tell him to go to ABC Building. In case he doesn't, show him this address:

ABC Building  
2-8-1 Nishi-shinjuku, Shinjuku-ku

If you take the Limousine Bus, get off at the Washington Hotel bus stop, and our office is right across the street. You will recognize the company logo on the building.

The train ride will be 80 minutes and the bus 90-120, depending on the traffic.

If you need any assistance, feel free to give me a call at +81-90-1234-5678. I look forward to seeing you soon.

Best regards,

Rui