

Inquiry about Academic Support Services

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a student at [Your Institution/University]. I am reaching out to inquire about the academic support services available to students.

Specifically, I am interested in learning more about the following:

- Tutoring options and availability
- Workshops and resources for academic skills development
- Advising and mentoring programs

Additionally, I would like to know if there are any upcoming events or sessions that I could attend to gain further insight into these services.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Contact Information]