

Request for Guided Campus Visit

Dear [Alumni Coordinator's Name],

I hope this message finds you well. My name is [Your Name], a proud alumnus of [University Name], graduating in [Year]. I am writing to request a guided visit of our beautiful campus.

As I prepare to revisit [University Name], I believe a guided tour would enhance my experience, allowing me to reconnect with the institution that played a significant role in my personal and professional development. I am particularly interested in seeing the new [specific buildings/areas of interest].

Could you please let me know the available dates and times for arranging this visit? I am flexible and can adjust according to the university's schedule.

Thank you for your assistance. I look forward to your reply.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Graduation Year, Degree]

[Optional: LinkedIn Profile or Website]