

Request for Virtual Campus Visit

Date: [Insert Date]

To: [Recipient's Name]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title, e.g., a prospective student]. I am writing to request a virtual campus visit to [Institution's Name] for remote participants.

Due to [reason for remote participation, e.g., geographical constraints, health concerns], I am unable to visit the campus in person. I believe that a virtual tour would provide valuable insight into the campus environment, academic offerings, and student life.

Would it be possible to schedule a virtual campus visit on [proposed dates/times]? I am eager to learn more about what [Institution's Name] has to offer and to engage with faculty and current students.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]