

# College Orientation Assistance Inquiry

Date: [Insert Date]

To: [Insert Name]

[Insert Position]

[Insert College/University Name]

[Insert College/University Address]

Dear [Insert Name],

I hope this message finds you well. My name is [Your Name], and I am an incoming student at [College/University Name] majoring in [Your Major]. I am reaching out to inquire about the orientation assistance available for new students.

As I prepare for my transition into college life, I would greatly appreciate any information regarding orientation programs, resources, or specific guidance available to help me acclimate to the campus and academic environment.

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

Sincerely,

[Your Name]

[Your Contact Information]