

Request for College Orientation Details

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an incoming student in the [Your Program/Department] at [College/University Name].

I am writing to request information regarding the college orientation scheduled for [Date]. Specifically, I would like to know:

- The schedule of events during the orientation.
- Any materials or items I should bring with me.
- Details regarding campus tours and activities available for new students.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID if applicable]