

# Request for Campus Resource Information

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional information regarding the resources available on campus that could support [specific purpose, e.g., student organizations, academic research, wellness programs].

As a [your title, e.g., student, faculty member, etc.] at [University/College Name], I am particularly interested in [specific resources or support services needed]. If you could provide details about the availability, access procedures, and any relevant contacts, I would greatly appreciate it.

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

Sincerely,

[Your Name]

[Your Department/Program]