

# Departmental Tour Request for Community Outreach

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to request approval for a departmental tour as part of our community outreach initiative. The purpose of this tour is to engage with the community, showcase our department's work, and promote awareness of our services.

Details of the proposed tour are as follows:

- **Date of Tour:** [Proposed Date]
- **Time:** [Proposed Time]
- **Venue:** [Venue Name and Address]
- **Expected Participants:** [Number of Participants]
- **Objectives:** [Briefly List Objectives]

We believe that this tour will greatly benefit both our department and the community, fostering a stronger relationship and building awareness of our services. I look forward to your favorable response to this request.

Thank you for considering this initiative.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]