

Departmental Tour Request for Research Exposure

Date: [Insert Date]

To: [Supervisor's Name]

Department: [Department Name]

Subject: Request for Departmental Tour for Research Exposure

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a departmental tour as part of my ongoing research exposure. I believe that visiting [Specific Place/Department/Institution] would greatly enhance my understanding and provide valuable insights into [specific research area].

The proposed date for the tour is [Proposed Date], and I would appreciate it if we could arrange for a guided tour to facilitate a deeper engagement with the ongoing research activities and projects relevant to my study.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]