

# Letter of Request for Academic Resources

Date: [Insert Date]

To: [Recipient's Name]

[Department or Office Name]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a commuter student pursuing [Your Major] at [Institution Name]. I am reaching out to request information about available academic resources that could support my studies, particularly those tailored for commuter students.

As a commuter student, I often face challenges related to accessing campus resources that may not be readily available during my commuting hours. I would greatly appreciate any guidance on academic support services such as tutoring, study groups, online resources, and library access that can aid in my academic success.

Thank you for your attention to this matter. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]