

Request for Commuter Student Support Services

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am a commuter student enrolled in [Your Program] at [Your Institution]. I am writing to request support services that will assist me in navigating the unique challenges of being a commuter student.

As a commuter, I face various challenges including [briefly outline specific challenges, such as transportation issues, time management, etc.]. I believe that access to support services would greatly enhance my educational experience and help me successfully engage with the campus community.

I would appreciate any assistance or resources you could provide, including information on available services, workshops, or programs specifically tailored for commuter students. Additionally, if there are any forms or procedures I need to complete, please let me know.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]