

Campus Tour Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Community College Name]

[Organization Address]

Dear [Recipient's Name],

We are pleased to confirm your campus tour at [Community College Name]. We appreciate your interest in our programs and are excited to show you around our facilities.

Tour Details:

- **Date:** [Insert Tour Date]
- **Time:** [Insert Tour Time]
- **Meeting Point:** [Insert Meeting Location]

During the tour, you will have the opportunity to explore our campus, meet with our faculty, and learn more about the programs we offer. Please feel free to reach out if you have any specific areas of interest or questions you would like us to address during your visit.

Thank you for partnering with us and we look forward to welcoming you!

Best regards,

[Your Name]

[Your Title]

[Community College Name]

[Contact Information]