

Campus Visit Scheduling Request

Date: [Insert Date]

Recipient Name

Recipient Title

University/Organization Name

Address Line 1

Address Line 2

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a visit to your campus to explore [specific program or purpose of visit] on [insert desired dates]. I am very interested in [explain briefly your interest in the program or organization].

Please let me know if the proposed dates are convenient or if there are alternative dates that might work better for you. I am looking forward to the opportunity to meet with you and learn more about the exceptional work being done at [University/Organization Name].

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

Sincerely,

[Your Name]

[Your Title/Role]

[Your Institution]

[Your Phone Number]

[Your Email Address]