

Formal Request for Campus Exploration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Office Name]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request permission to explore the campus of [University/College Name] on [proposed date(s)]. As a prospective student, I am eager to familiarize myself with the facilities and overall environment of the institution.

During my visit, I would appreciate the opportunity to tour key areas such as the library, student center, and academic buildings. I am particularly interested in learning more about [specific programs or facilities].

Please let me know if my request can be accommodated and if any additional procedures are required to facilitate my campus exploration.

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

Sincerely,

[Your Name]