

Campus Tour Arrangement Request

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Institution/Organization]. We are currently planning a campus tour for prospective students and would like your assistance in arranging the necessary details.

We are aiming for a tour date of [Proposed Date], and we would appreciate your guidance on the best way to facilitate this event. Specifically, we would like to discuss the following:

- Availability of campus guides
- Tour route suggestions
- Logistics for transportation
- Any other resources available for our group

Please let us know your available times for a meeting to discuss this further. We are excited to provide an engaging experience for our prospective students and value your input.

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

Best regards,
[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Contact Information]