

Request for Campus Tour Availability

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of campus tours at [University/College Name]. I am very interested in exploring your institution and learning more about the programs offered.

If possible, I would like to request a tour on [specific date(s) or range of dates]. Please let me know if there are any available slots, or if there are alternative dates that may work better.

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]