

# Request for Guided Campus Tour

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's 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 formally request a guided tour of the [University/College Name] campus. As an aspiring student, I am eager to learn more about the facilities, programs, and the overall campus environment.

Could you please provide me with available dates and times for a guided tour? I would greatly appreciate the opportunity to see the campus and speak with a tour guide about the various aspects of student life.

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

Sincerely,

[Your Name]