

Inquiry for Peer Tutoring Authorization

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the authorization process for peer tutoring within [Institution Name]. As a committed student who is passionate about helping others, I am keen to contribute to the academic success of my peers through tutoring.

Could you please provide information regarding the eligibility criteria, application procedures, and any necessary documentation needed to initiate this process? I am eager to understand how I can get involved and make a positive impact.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]