

Sample Letter Requesting Interview

Street Address
City, State, Zip Code
Tel:
Date

Director of Admissions
School Name
Street Address
City, State, Zip Code

Dear Sir/Madam:

I am currently a senior at Berlin High School and plan to enter college in the fall of 2004. I am interested in scheduling a campus visit and an interview at (name of college/university) on _____ (date) at _____ (time). In addition, I would like the opportunity to attend a class if possible. My intended major field is _____.

I would be happy to consider an alternate date and time if the above is inconvenient.

Thank you for your consideration.

Sincerely,

(Your signature)
Your full name-typed
First, M.I., Last