10/30/2016

University Name

University Address

City, State ZIP

Dear Last name of officer;

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am a Junior in the AVID program at Betty H Fairfax High School. This year our Junior AVID class is again hosting the 5th Annual ‘mock’ National College Fair and my assignment is to present college admissions information to the 900+ Juniors and Seniors along with their families on my campus. In order to accomplish this task I am in need of your assistance. In order to accurately represent your campus’ admissions policies and provide basic knowledge I have been researching degrees offered, major programs, the campus climate and the admission fees.

In addition to my research, I feel it would benefit me to speak directly with you, ask a few questions and ensure that I have a working understanding of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ campus. I would like to schedule a phone call for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_ MST. Please respond to me via email confirming or rescheduling our phone interview. My email is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I look forward to speaking with you soon.

Sincerely,

Your Legal (govt) Name

AVID Junior

Betty H Fairfax HS