Student’s Name Student’s Address Date

**Requesting College Information**

**Request for Information**

Disability Services Coordinator

Anywhere Community College

1000 College Blvd. Anywhere, TX 70000

Dear Disability Services Advisor:

I am a student with a disability and am completing my senior year at Anywhere High School. I expect to graduate in May and begin attending college in the Fall. Please send me information about the assistance you offer to students with disabilities. Please include admission forms, a catalog, and any other specific information that may be helpful. Thank you for your assistance.

Sincerely, Jane Student

Student’s Name Student’s Address Date

Disability Services Coordinator

Anywhere Community College

1000 College Blvd. Anywhere, TX 70000

**Request to Visit Campus**

Dear Disability Services Advisor:

I am a student with a disability who has been accepted for enrollment by your institution. To help me make a final decision about attending your institution, I would like to visit your campus. During this visit I hope to talk to you regarding the assistance available to students with learning disabilities. I also hope to see the campus and meet other students with disabilities who attend your institution. If possible, would you please arrange a visit for me on any of the following dates:

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I look forward to hearing from you and visiting your campus. Sincerely,

Jane Student