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

**Request to Visit Campus**

Student’s Name Student’s Address Date

Disability Services Coordinator

Anywhere Community College

1000 College Blvd. Anywhere, TX 70000

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:

 .

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

Sincerely,