

Sample College Letter

(on college's letterhead)

Date _____

Welcome to _____ College! We are delighted that you will spend the day learning more about _____ College.

Today you will be introduced to a community of faculty and students who value the life of the mind and collaborative learning. You will have a chance to learn more about academic offerings, residential life, students clubs and organizations, and other distinctive programs at offerings, residential life, student clubs and organizations, and other distinctive programs at _____. We encourage you to talk with faculty and students and see the places where you might conduct ground-breaking research, develop new interest, or meet lifelong friends. Before you leave, you also will learn about the application and selection process, financial aid, and what _____College students pursue after graduation.

More activities are planned today than you or your family can attend. As a result, family members may want to attend different sessions. You will want to select your favorites and leave time to take in the feel and personality of _____ College. We hope you will enjoy your time at _____ College and leave with a better understanding of why _____ College is regarded as one of the nation's top liberal arts colleges.

Thank you for coming to our spring Visitor's Day. The admission staff and I look forward to working with you as you consider your college options.

Sincerely Yours,

Dean of Admission & Financial Aid