

Number : .....  
Subject : Sabancı University Campus Visit

Istanbul, .../.../20...

Dear . ....

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Dear .....,

Re: Visit request dated ..... ( or ) Your letter number ....., dated on .....

We foresee no conflicts with your request to visit our campus on ..... (date) at ..... o'clock.

It is a pleasure to have you and your students visit our campus. We wish you much success with your work.

Sincerely,

Name Last Name  
Director of Student Resources

PS: For a more effective communication during your visit, it would be best if you call the Head of the Promotional Committee at ..... to report the cellular telephone number of one of the visitors.