

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a tour of your office. I am very interested in learning more about your company's operations and workplace culture.

If possible, I would appreciate the opportunity to schedule this tour at a time convenient for you. I am flexible with dates and can adjust to your availability.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position, if applicable]