

Formal Request for Student Housing Assignment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Housing Office/Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request my housing assignment for the upcoming academic year at [University Name]. As a [Your Year, e.g., freshman, sophomore, etc.] majoring in [Your Major], I am eager to secure my living arrangements to facilitate my academic journey.

Having reviewed the housing options available, I would prefer [specific housing preference or requirements, if any]. I believe that [brief reason why you are making this request, e.g., proximity to classes, lifestyle choice, etc.].

I would appreciate any assistance you can provide in this matter and look forward to your prompt response. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]