

Inquiry for Student Dormitory Placement

Date: [Insert Date]

To: [Recipient's Name]

Housing Office

[University/College Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an incoming [freshman/sophomore/etc.] at [University/College Name], majoring in [Your Major]. I am writing to inquire about the availability of student dormitory placements for the upcoming academic year.

I would appreciate any information regarding the application process, deadlines, and housing options available. Additionally, if there are any specific requirements or forms that I need to complete, please let me know.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Contact Information]

[Your Email Address]