

Request for Housing Extension

Date: [Insert Date]

To,

The Housing Office
[University Name]
[University Address]

Dear [Housing Officer's Name],

I hope this message finds you well. I am writing to formally request an extension of my housing contract for the upcoming term. My current housing agreement is set to expire on [Insert Expiration Date], and I would like to request an extension until [Insert Desired Extension Date].

As a [Your Year, e.g., second-year] student pursuing a degree in [Your Degree/Program], I have found that staying in university housing significantly supports my academic success and well-being. The environment allows me to focus on my studies and participate actively in campus life.

I understand that housing availability fluctuates, and I appreciate any consideration that can be given to my request. If further documentation or information is needed, please let me know.

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

Sincerely,

[Your Full Name]
[Your Student ID]
[Your Contact Information]
[Your Address]