

# Accommodation Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[University Housing Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Housing Office Contact Name],

I hope this message finds you well. I am writing to request verification of my accommodation details for university housing. My name is [Your Name], and I am a [Your Year, e.g., first-year, sophomore] student majoring in [Your Major] at [University Name]. My student ID is [Your Student ID].

For [specific purpose, e.g., financial aid application, visa application], I need to provide verification of my housing status. Please confirm the following details:

- Housing Assignment: [Your Housing Assignment]
- Start Date: [Start Date]
- End Date: [End Date]

Thank you for your assistance in this matter. I appreciate your prompt attention and look forward to your response.

Sincerely,

[Your Name]