

On-Campus Housing Verification Request

Date: [Insert Date]

To: [Housing Office/Relevant Department]

[University Name]

[University Address]

Dear [Housing Office/Relevant Department],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] at [University Name]. I am writing to request verification of my on-campus housing assignment for the [specific semester/year, e.g., Fall 2023].

My student ID number is [Your Student ID], and my assigned residence hall is [Residence Hall Name]. I require this verification to [explain reason, e.g., complete my application for financial aid, provide proof for an internship, etc.].

Could you please provide me with a verification letter indicating my housing status? I would greatly appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]