

Dormitory Residency Verification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Dormitory Institution Name]

[Dormitory Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the residency verification for [Student's Full Name], who is currently residing in your dormitory. We require confirmation of their residence for [specific purpose, e.g., financial aid, job application, etc.].

Could you please provide the following information:

- Confirmation of residency dates
- Room number
- Any additional relevant details

Your assistance with this matter is greatly appreciated. If there are any forms or additional information needed from my end, please let me know.

Thank you for your time and prompt attention to this inquiry.

Sincerely,

[Your Name]

[Your Position, if applicable]