

On-Campus Housing Application for Student Organizations

Date: [Insert Date]

To: [Housing Office/Committee Name]

From: [Your Organization Name]

Contact Information: [Your Email Address, Phone Number]

Subject: Application for On-Campus Housing

Dear [Housing Office/Committee Name],

We, [Your Organization Name], are writing to formally request on-campus housing for our organization for the upcoming academic year [insert year]. As a student organization dedicated to [briefly describe the purpose/mission of your organization], we believe that securing on-campus housing will significantly enhance our ability to serve and engage our members and the campus community.

Organization Details:

- **Organization Name:** [Your Organization Name]
- **Number of Members:** [Insert Number]
- **Advisors/Faculty Contacts:** [Insert Names/Contact Information]

Reason for Application:

[Provide a brief explanation of why on-campus housing is necessary for your organization. Mention any specific activities, events, or services that require a physical space. You may also include how this will benefit the university community.]

Requested Housing Details:

- **Preferred Location:** [Insert Preference]
- **Desired Space Type:** [Insert Room/Apartment Type]
- **Required Facilities:** [List out any specific needs such as meeting rooms, kitchen access, etc.]

We appreciate your consideration of our application and look forward to your response. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Position in the Organization]