

Application for Residence Hall Regulation Exception

Date: [Insert Date]

Office of Residence Life

[University Name]

[University Address]

[City, State, Zip Code]

Dear Residence Life Coordinator,

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year] student majoring in [Your Major] at [University Name]. I am writing to formally request an exception to the residence hall regulation regarding [specific regulation you are addressing].

Due to [briefly explain your reason, e.g., medical circumstances, personal family issues, etc.], I believe that an exception to this regulation is necessary for my well-being and academic success. I have attached [any necessary documentation, e.g., medical notes, letters of support] to substantiate my request.

I appreciate your consideration of my situation and am hopeful for a favorable response. Please let me know if you need any further information or documentation to assist in the evaluation of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]