

Declaration for Residence Hall Policy Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to request an adjustment to the current residence hall policies. As a resident of [Residence Hall Name], I have encountered [briefly describe the issue, e.g., challenges with the visitation hours].

Due to [explain the reason for your request, e.g., circumstances that necessitate the adjustment], I believe that a modification to this policy would greatly benefit myself and potentially other residents facing similar situations.

I kindly ask for your consideration of my situation and hope to discuss possible adjustments that can be made. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]