

Request for Exception to Residence Hall Guidelines

Date: [Insert Date]

[Residence Hall Coordinator's Name]

[Residence Hall Name]

[University Name]

[University Address]

Dear [Residence Hall Coordinator's Name],

I hope this message finds you well. I am writing to formally request an exception to the residence hall guidelines regarding [specific guideline you wish to address, e.g., guest policies, quiet hours, etc.].

Due to [brief explanation of circumstances that justify the exception, e.g., personal situation, special event, etc.], I believe that an exception to the existing rule would be beneficial. [Provide any supporting details or documentation that may strengthen your case].

I understand the importance of maintaining community standards within the residence hall and assure you that I will adhere to all other guidelines. I appreciate your consideration of my request and am hopeful for a positive response.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]