

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Residence Hall/Department Name]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a waiver for the residence hall policy regarding [specific policy you are requesting a waiver for]. I am currently a resident of [Your Residence Hall Name] and I would like to explain my circumstances that warrant this request.

[Explain your situation in detail, including any relevant dates, reasons, or supporting documentation to justify your request.]

I believe that granting this waiver will support my [academic, health, personal] goals and I am committed to complying with all other policies established by the residence hall. I am willing to meet with you to discuss this situation further and provide any additional information needed.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]