

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Residence Hall Name]

[Housing Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a deviation from the residence hall guidelines outlined in the [specify guidelines or policy section, e.g., Resident Handbook, etc.].

As a resident of [specific residence hall or room number], I have encountered [briefly explain the situation or reasons for the deviation request]. I believe that [describe how the change would be beneficial or necessary, providing relevant details].

I kindly ask for your guidance on how to proceed with this request and if any formal process is required to seek this deviation. I appreciate your time and consideration on this matter.

Thank you very much. I look forward to your reply.

Sincerely,

[Your Name]