

Request for Residence Hall Policy Exemption

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 formally request an exemption from the [specific policy name or number] in the residence hall policy.

As a resident of [Residence Hall Name], my circumstances are unique due to [briefly explain your reasons, e.g., medical issues, family circumstances, etc.]. I believe that an exemption would greatly assist me in [explain how the exemption would help you].

I have attached the necessary documentation supporting my request, including [list any documents or evidence you are including].

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

Sincerely,

[Your Name]