

Letter of Submission for Residence Hall Standard Exception

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title]

[Residence Hall Office or Relevant Department]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Request for Residence Hall Standard Exception

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exception to the residence hall standards outlined by [University Name]. My name is [Your Name] and I am a [Your Year, e.g., sophomore] majoring in [Your Major]. My student ID is [Your Student ID].

The standard regulations state [briefly summarize the relevant standards]. However, due to [provide a brief explanation of your situation or reason for the exception], I am requesting consideration for an exception. I believe that granting this request would be beneficial for both my academic performance and overall well-being.

I have attached any necessary documentation that supports my request, including [list any supporting documents, e.g., medical records, letters from faculty, etc.].

Thank you for considering my request. I appreciate your time and attention, and I hope to hear back from you soon regarding this matter.

Sincerely,

[Your Name]

[Your Student ID]