

# Parking Space Request for University Housing

Date: [Insert Date]

To: [Housing Office/Department Name]

[University Name]

[University Address]

Dear [Housing Administrator's Name],

I hope this message finds you well. I am writing to formally request a parking space in the university housing area. As a resident of [Your Residence Hall/Building Name], I believe that having access to a parking spot would greatly enhance my ability to manage my academic and extracurricular commitments.

My vehicle details are as follows:

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- License Plate Number: [License Plate Number]

If available, I would appreciate a space that is close to my residence, as this would allow for easier access to transportation.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Email Address]