

# Student Housing Contract Termination

Date: [Insert Date]

To: [Housing Office Name]

[University/College Name]

[Address]

Dear [Housing Office/Manager's Name],

I am writing to formally terminate my student housing contract due to my academic withdrawal from [University/College Name]. My name is [Your Full Name], and my student ID is [Your Student ID].

As per the terms of the housing contract, I am providing you with this written notice to facilitate the termination process. My last day of residence will be [Insert Last Day of Residence].

Please let me know the necessary steps I need to take in order to complete the termination process and ensure the return of my security deposit.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]