

Student Housing Contract Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Housing Office Name]

[Institution Name]

[Housing Office Address]

[City, State, Zip Code]

Dear [Housing Office Name],

I hope this message finds you well. I am writing to formally request the termination of my housing contract for [Apartment/Room Number] at [Institution Name] effective immediately due to my transfer to another institution.

My name is [Your Name], and my student ID is [Your Student ID]. I have recently accepted an offer to transfer to [New Institution Name] for the upcoming academic term, which necessitates my relocation.

As per the terms of the housing contract, I kindly ask you to process my request and inform me of any further steps I need to take. I would also appreciate guidance regarding any potential refund of my housing deposit, if applicable.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]