

Letter of Termination of Student Housing Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Housing Office/Manager's Name]

[Housing Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Housing Office/Manager's Name],

I am writing to formally request the termination of my housing contract for [Apartment/Room Number or Address] due to unforeseen family emergencies. My circumstances have changed significantly, requiring my immediate attention and presence at home.

According to the terms of the housing contract, I understand that I am required to provide written notice of termination. I hope to fulfill this requirement and discuss any necessary steps to facilitate my departure by [Desired Move-Out Date].

Please let me know if there are any forms I need to fill out or procedures I should follow to complete this process. I appreciate your understanding during this challenging time.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID Number]