

# Request for Roommate Adjustment Permission

Date: [Insert Date]

To: [Housing Office/Residence Coordinator]

From: [Your Name]

Student ID: [Your Student ID]

Building/Room Number: [Your Building/Room Number]

Dear [Housing Coordinator's Name],

I hope this message finds you well. I am writing to formally request permission for a roommate adjustment in my current living arrangement. Due to [briefly explain the reason, e.g., incompatible lifestyles, personal issues, etc.], I believe that a change in my roommate situation would be beneficial for both of us.

I have discussed my concerns with [Roommate's Name] and we both agree that it may be best to seek a new living arrangement. If permitted, I would like to explore the possibility of [briefly outline your preferred adjustment, e.g., finding a new roommate, changing rooms, etc.].

Thank you for considering my request. I understand that there are procedures in place for such adjustments and am happy to comply with any requirements necessary to facilitate this process. I look forward to your response.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]