

Roommate Change Request

Date: [Insert Date]

To: [Housing Office/Manager Name]

From: [Your Name]

Subject: Request for Approval of Roommate Change

Dear [Housing Office/Manager Name],

I hope this message finds you well. I am writing to formally request approval for a change in my current roommate situation. I reside in [Your Room Number/Apartment] and my current roommate is [Current Roommate's Name].

The reason for this request is [briefly explain the reason for the change, e.g., compatibility issues, personal circumstances, etc.]. After careful consideration, I believe that a change would be beneficial for both myself and my current roommate.

I would like to propose that [New Roommate's Name], who is currently looking for housing, move in with me. [Briefly describe the new roommate, e.g., their background, reasons for wanting to move in, etc.]. I believe this arrangement will create a more harmonious living environment.

Please let me know the necessary steps to proceed with this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]