

Student Appeal for Housing Assignment Decision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Housing Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Housing Office/Appropriate Person's Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my housing assignment for the upcoming academic year.

My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major]. My student ID number is [Your Student ID]. I was assigned to [Assigned Housing] but would like to request a reassignment due to [briefly explain reason, e.g., medical needs, financial circumstances, etc.].

According to my understanding, [insert relevant policy or guideline that supports your appeal]. I believe that my request falls within the parameters of this policy and would appreciate your consideration.

Thank you for taking the time to review my appeal. I am hopeful for a favorable response and am willing to provide any additional information or documentation as necessary.

Sincerely,

[Your Name]