

Dorm Room Assignment Request

Date: [Insert Date]

To: [Insert Housing Office/Community Living Department]

Subject: Request for Dorm Room Assignment

Dear [Housing Office/Community Living Manager's Name],

I hope this message finds you well. I am writing to formally request a dorm room assignment for the upcoming academic year. My name is [Your Full Name], and I am a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] at [Your University].

Given my preferences for community living and my desire to engage with fellow students, I would like to request a room in [Specific Dorm or Area, if applicable]. I believe this environment will foster both my academic and personal growth.

Additionally, I would like to highlight any specific considerations you could take into account, such as [Mention Any Preferences or Needs, e.g., quiet study environment, accessibility needs, etc.].

Please let me know if you require any further information to support my request. I appreciate your time and assistance in this matter and look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]

[Your Email Address]