# Dorm Room Assignment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Housing Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Housing Office/Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a graduate student in the [Your Program] program at [University Name]. I am writing to formally request a dorm room assignment for the upcoming academic year.

As a committed student, I believe that living on campus would provide me with a conducive environment for my studies and access to important campus resources. I would greatly appreciate your consideration of my request.

If possible, I would prefer a room in [specific dormitory or area, if applicable], as it would best suit my academic needs and lifestyle. Additionally, I am open to discussing roommate assignments that would foster a positive living experience.

Thank you for considering my request. I look forward to your response and hope to secure a dorm assignment soon.

Sincerely,

[Your Name]