

# Request for Housing Accessibility

Date: [Insert Date]

To: [Housing Office/Department Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Housing Office/Department Head],

I hope this message finds you well. I am writing to formally request a dorm room assignment that accommodates my accessibility needs for the upcoming academic year.

I have [briefly explain your condition or reason for needing accessible housing]. Due to this, I require specific accommodations such as [list any required features, e.g., wheelchair access, proximity to facilities, etc.].

I appreciate your attention to this matter and hope to discuss the available options so I can ensure a positive living experience on campus. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Student ID Number]