

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[University Housing Office]
[University Name]
[Office Address]
[City, State, Zip Code]

Dear [Housing Officer's Name],

Subject: Request for Dorm Room Assignment

I hope this letter finds you well. My name is [Your Name], and I am an international student from [Your Country] currently enrolled in [Your Program] at [University Name]. I am writing to request a dorm room assignment for the upcoming academic year.

As an international student, I would greatly appreciate any assistance you can provide in securing housing that will offer a supportive environment for my studies. I am particularly interested in [specific dorm preferences, e.g., single room, shared room, etc.], and would be grateful if you could consider my request.

Please let me know if there are any forms I need to complete or additional information required to facilitate this process. I am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Student ID Number]