

Dorm Room Assignment Request

Date: [Insert Date]

To: [Housing Office/Resident Advisor Name]

From: [Your Name]

[Your Student ID]

[Your Contact Information]

Dear [Housing Office/Resident Advisor],

I hope this message finds you well. I am writing to formally request a dorm room assignment that prioritizes a quiet study environment. As a [your year, e.g., sophomore] majoring in [your major], I find that a conducive study space is essential for my academic success.

I understand that noise levels can vary from one dormitory to another, and I would greatly appreciate being placed in a residence hall known for its peaceful atmosphere. This will enable me to focus on my studies and maintain a healthy balance between academic responsibilities and personal well-being.

Thank you for considering my request. I look forward to your positive response and appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]