

Dorm Room Assignment Request

Date: [Insert Date]

To: [Housing Office/Department Name]

[University/College Name]

[University/College Address]

Dear [Housing Coordinator's Name],

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

Having had a positive experience living in [Previous Dorm Name/Room Number], I would like to express my preference to return to that location if possible. I believe that this will greatly enhance my housing experience, allowing me to focus on my studies and participate actively in campus life.

I understand the demand for housing increases each year, and I am more than willing to comply with any necessary procedures or deadlines to facilitate this request. If [Previous Dorm Name/Room Number] is unavailable, I would appreciate any recommendations for other dormitory options.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]