

# Dorm Room Assignment Request for Special Needs

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Office of Residential Life

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Residential Life Office/Director's Name],

I hope this message finds you well. I am writing to formally request a dorm room assignment that accommodates my special needs for the upcoming academic year. I am a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] and I have specific requirements due to [briefly explain your condition or reason for the request].

In order to ensure my success and well-being while living on campus, I kindly request consideration for the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I have attached the necessary documentation from my healthcare provider to support my request. I am eager to make the most of my university experience and believe that with these accommodations, I will be able to thrive academically and socially.

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

Sincerely,  
[Your Name]