

Appeal for University Residence Assignment

Date: [Insert Date]

To,
The Residence Officer,
[University Name],
[University Address],
[City, State, Zip Code]

Dear [Residence Officer's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my university residence assignment for the academic year [insert year]. My name is [Your Name], and I am a [Your Year] student currently enrolled in the [Your Program] program.

Due to [briefly explain your reason for appeal, e.g., medical reasons, personal circumstances, etc.], I believe that the residence assignment I received does not adequately meet my needs.

I kindly request a review of my situation and an opportunity to be considered for [specific accommodation you are seeking, e.g., a different residence hall, a special accommodation, etc.]. I am willing to provide any necessary documentation to support my appeal.

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

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]