

Request for On-Campus Housing Accommodation

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

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

Dear [Housing Officer's Name],

I am writing to formally request on-campus housing accommodation for the [upcoming semester/academic year]. I am currently a [your year, e.g., freshman, sophomore] majoring in [your major] at [University Name].

Due to [briefly explain your reason, e.g., financial constraints, health issues, need for a supportive environment], I believe that living on campus would greatly benefit my academic and personal success.

I appreciate your consideration of my request and look forward to your positive response. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]