

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

Housing Office
Bowling Green State University
[Housing Office Address]
Bowling Green, OH [Zip Code]

Dear Housing Office,

Subject: Request for Housing Accommodation

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] at Bowling Green State University. I am writing to formally request housing accommodation for the upcoming [Specify term, e.g., Fall 2024 semester]. [Explain your situation briefly, including any relevant details such as medical conditions, special needs, or personal circumstances that necessitate your housing request. Be concise but thorough in your explanation.]

I would greatly appreciate your consideration of my request and would be happy to provide any additional documentation or information needed to support my case.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID]
[Your Signature (if sending a hard copy)]