

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

Housing Office
Fort Valley State University
1005 State University Drive
Fort Valley, GA 31030

Dear Housing Office,

I hope this letter finds you well. I am writing to inquire about
[specific inquiry or request, e.g., housing availability for the upcoming
semester, housing policies, etc.].

I would appreciate any information or assistance you can provide
regarding this matter. Thank you for your attention to my request.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]