

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

Office of Housing and Residence Education
The Ohio State University
[Office Address]

Columbus, OH [Zip Code]

Dear Housing Office,

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 The Ohio State University. I am writing to formally request housing accommodations for the upcoming [specify semester, e.g., Fall 2023] semester.

Due to [briefly explain your reason for the request, e.g., medical condition, financial hardship, etc.], I believe that [explain why the specific accommodation is necessary]. I would greatly appreciate your consideration in this matter and am more than willing to provide any necessary documentation to support my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]