

Formal University Housing Template

Subject: Student Accommodation Assignment Confirmation

Dear [Student Name],

This letter serves as official confirmation of your housing assignment for the [Academic Year/Semester] at [University Name].

Housing Details:

Residence Hall: [Building Name]

Room Number: [Room Number]

Roommate(s): [Names if applicable]

Move-in Date: [Date]

Contract Period: [Start Date] to [End Date]

Monthly Fee: [Amount]

Please complete the following before your move-in date:

- Submit required health forms
- Pay the security deposit of [Amount]
- Attend mandatory orientation session

Your housing contract and additional information will be mailed to your permanent address within 10 business days.

Sincerely,

[Housing Director]

[University Housing Department]

[Contact Information]

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