

[Your Name]
[Student ID Number]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Administrator/Department]
[Housing or Parking Services Office]
[University Name]

Subject: Request for Policy Modification - Resident Student Without Vehicle

Dear [Name of Administrator],

I am writing to formally request a modification or waiver regarding the [Policy Name/Number] which currently requires or assumes that all resident students possess or pay for [specific service, e.g., a mandatory parking permit, transportation fee, or vehicle registration].

I do not own a vehicle, nor do I have a vehicle kept on campus for the duration of the [Academic Year/Semester]. Because I do not utilize the facilities or services associated with this policy, the current requirement presents an unnecessary financial burden.

I am requesting the following modification: [Specific request, e.g., a waiver of the mandatory parking fee or an exemption from the vehicle registration requirement].

I have attached [List any supporting documents, if applicable, e.g., proof of non-registration] to verify my status. I am happy to provide any additional information needed to process this request.

Thank you for your time and for considering this adjustment to accommodate students without personal transportation.

Sincerely,

[Your Signature]

[Your Printed Name]