You should spend about 20 minutes on this task.

You live in a room in college which you share with another student. You find it very difficult to work there because he or she always has friends visiting. They have parties in the room and sometimes borrow your things without asking you.

Write a letter to the Accommodation Officer at the college and ask for a new room next term. You would prefer a single room. Explain your reasons.

You should write at least 150 words.

You do NOT need to write your own address. Begin your letter as follows: Dear Sir/Madam,

Dear Sir/Madam,

I stay in the college accommodation room no 9, with another student. I am writing with letter with regards to getting my room changed from the next semester onwards.

I have been having difficulty to work and study in my room due to the actions of the roommate. He always has friends or colleagues coming over, which I do not oppose, but they keep partying quite late in the night, which disturbs my work as well as sleep. On certain occasions, his friends and him have borrowed a few of my belongings without asking, which really bothered me. I have approached him regarding this subject but it did not turn out to be fruitful.

I request you to shift me into a single room, wherein I might not face such problems. Also let me know if there is any additional procedure that I need to follow.

Thank you for your help.

Yours faithfully,

Karan Kaushik.