

Request for vacating stay in the Hostel

I was an inmate of Men,s/Women,s Hostel since..... I would like to vacate my hostel room on I request you to do the formalities in vacating the room.

Yours faithfully

(Name & signature of applicant)

Vacate on :

Hostel Mess & Maintenance Dues : (yes/ no)

(counter sign by Hostel secretary)

Approved

Hostel Warden

For office use only

Rent dues : (yes/ no)

Vacated on : (date mentioned in register)

Section Clerk

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For the record of Hostel Warden

As he/she cleared all dues at Hostel office, Mr./Ms
..... vacated hostel on and recorded in the registers.

Section clerk

Warden

Seal