

Application to Hostel Warden

1. Application for Permission to Enter Hostel After Curfew Hours

To,
The Warden,
(Name of the Hostel),
(Address),
(City)

Subject: Application for Permission to Enter Hostel After Curfew Hours

Respected Sir/Madam,

I, (Your name), am a resident of room number (room number) in the (name of the hostel) and I am pursuing (course name) at (college/institution name). I humbly request your permission to enter the hostel after curfew hours on (date) due to an unavoidable circumstance.

On (date), I have to attend a mandatory event at (event venue) which is a significant part of my academic curriculum. The event is scheduled to end around (time), which is beyond the permitted curfew hour at the hostel. I assure you that this is an exceptional situation and I will abide by the hostel rules and regulations at all other times.

I kindly request you to grant me permission to enter the hostel premises after curfew hours on the aforementioned date. I will ensure that I do not cause any disturbance or inconvenience to other residents while entering the hostel.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,
(Your name)
(Room number)
(Hostel name)
(Contact number/email)

2. Application to Warden for Authorization to Vacate Hostel Premises

To,
The Warden,
[Hostel Name],
[Institution Name],
[Address],
[City], [Postal Code]

Subject: Application for Authorization to Vacate Hostel Premises

Respected Sir/Madam,

I, [Your Full Name], currently studying [Course Name, e.g., B.Tech] in [Department Name] and residing at Room No. [Room Number] in [Hostel Name], kindly request your permission to vacate the hostel premises on [Date of Vacating]. I have completed my [Exams/Project/Semester] and have no further academic commitments for the time being.

I assure you that I have settled all my pending dues, including the mess bill and any other outstanding payments. Also, I have maintained the room in good condition, and any damages or repairs, if any, have been reported to the concerned authority. I have not violated any hostel rules and regulations during my stay.

Kindly grant me the authorization to vacate the hostel premises and provide me with the necessary clearance documents. I sincerely thank you for your cooperation and assistance in this matter. I will ensure that the room and its belongings are handed over properly to the hostel authority.

Thanking you,

Yours sincerely,
[Your Full Name]
[Roll Number]
[Contact Number]
[Email Address]
[Date]

3. Requesting Fan Repair Service through Application to Hostel Warden

To,
The Hostel Warden,
XYZ Hostel,
ABC Institute of Technology,
New Delhi

Subject: Request for Fan Repair Service in Room No. 123

Respected Sir/Madam,

I am a resident of room number 123 in XYZ Hostel. I am writing this application to bring to your kind notice that the ceiling fan in our room has stopped functioning properly. It has been making strange noises for the past few days and finally stopped working last night. This has made it quite difficult for us to stay in the room, especially during the hot summer nights.

I kindly request you to arrange for a repair service at the earliest to address this issue. A prompt response to this matter will help us concentrate on our studies and other activities without any disturbance caused by the heat.

Thanking you in advance for your cooperation and understanding. Please let us know if any further information is required from our end.

Yours sincerely,

[Your Name]
Room No. 123
XYZ Hostel
Contact Number: +91-1234567890

4. Application for Night Out Approval from Hostel Management

To,
The Hostel Warden,

[Hostel Name],
[Institution Name],
[Address]

Subject: Application for Night Out Approval from Hostel Management

Respected Sir/Madam,

I, [Your Name], a student of [Course/Branch Name], studying in [Year/Semester], and residing at Hostel [Number], Room No. [Room Number], kindly request your approval for a night out on [Date] due to [Reason for night out, e.g., family event, personal reasons, etc.].

I assure you that I will return to the hostel by [Date and Time of Return] and will abide by all the rules and regulations set by the hostel management during my night out.

Kindly grant me the necessary permission for the same at the earliest. I would be grateful for your cooperation and understanding in this matter.

Thanking you,

Yours sincerely,

[Your Name]
[Course/Branch Name]
[Year/Semester]
[Hostel Number], Room No. [Room Number]
[Contact Number]
[Email ID]
[Date]

5. Hostel Clearance Application for Final Semester Students

To,
The Warden,
(Name of the Hostel),
(Name of the College/University),

(Address),
(City), (Pincode)

Subject: Hostel Clearance Application for Final Semester Students

Respected Sir/Madam,

I, (Your Full Name), a final semester student of (Your Department/Course) at (Name of the College/University), am writing this application to kindly request hostel clearance as I am about to complete my course of study.

My roll number is (Your Roll Number) and I have been residing in Room No. (Your Room Number) of (Name of the Hostel) since (Date of Joining Hostel). As the final semester exams are scheduled to end on (Last Exam Date), I would like to request your permission to vacate the hostel premises on (Date of Vacating).

I assure you that I have cleared all my dues and maintained the room in proper condition as per the hostel rules. I kindly request you to issue a No Objection Certificate (NOC) for my hostel clearance and process the necessary formalities for the refund of my security deposit, if any.

I am grateful for the facilities and support provided by the hostel administration during my stay, and I have had a comfortable and pleasant experience.

Thanking you in anticipation.

Yours sincerely,

(Your Full Name)
(Your Department/Course)
(Your Roll Number)
(Your Contact Number)
(Date)