

Hostel Change Application Request to Warden

1. Application for Hostel Room Change Due to Study Environment Compatibility

To,
The Warden,
XYZ Hostel,
ABC Institution,
New Delhi - 110001

Subject: Application for Hostel Room Change Due to Study Environment Compatibility

Respected Sir/Madam,

I, (Your Name), am a student of (course name) at ABC Institution, bearing roll number (your roll number). I am writing this application to humbly request a change in my hostel room allocation due to issues I am facing with the study environment compatibility in my current room.

I am currently residing in Room No. (your current room number) in XYZ Hostel. Unfortunately, I am experiencing difficulties in concentrating on my studies due to various disturbances caused by my roommates. Despite several attempts to communicate my concerns, there has been no significant improvement in the situation. This has adversely affected my academic performance, and I believe that a change in my living environment would be beneficial for my studies.

I understand that the room allocation process is complex, and it might not be easy to accommodate such requests. However, I assure you that my request is genuine and based solely on academic concerns. I would like to kindly request you to consider my application and allocate a new room for me, preferably one with like-minded individuals who prioritize their studies.

I trust that you will take my request into consideration, and I am hopeful for a positive response. I am ready to provide any further information or clarification if required.

Thanking you in advance.

Yours sincerely,

(Your Name)

(Room No., XYZ Hostel)

(Course Name and Roll Number)

(Contact Number)

2. Medical Considerations Justifying Hostel Change Application Request

To,
The Warden,
XYZ Hostel,
ABC Medical College,
New Delhi, India.

Subject: Medical Considerations Justifying Hostel Change Application Request

Respected Sir/Madam,

I, (Your Name), am a student of (Your Course and Year) at ABC Medical College, residing in room number (Your Room Number) of XYZ Hostel. I am writing this application to kindly request a change of hostel accommodation on medical grounds.

Recently, I have been diagnosed with (Your Medical Condition), and my doctor has advised me to stay in a less crowded environment to facilitate my recovery and prevent the condition from worsening. Unfortunately, the current room I am residing in is shared with multiple students, which is not suitable for my medical situation.

In light of my medical condition, I humbly request you to consider my application for a change of hostel accommodation to a less crowded or single-occupancy room, preferably in (Preferred Hostel Name or Block, if any). This change will significantly aid in my recovery process and help me better manage my health while pursuing my studies.

I have attached my medical reports and doctor's recommendation letter for your reference. I kindly request you to take my request into consideration, and I shall be grateful for your prompt attention to this matter.

Thanking you in advance.

Yours sincerely,

(Your Name)

(Your Course and Year)

(Your Roll Number)

(Your Room Number)

(Your Contact Number)

3. Commuting Convenience Application for Hostel Shift to Proximity Block

To,
The Warden,
XYZ Hostel,
ABC University,
New Delhi - 110021

Subject: Request for Hostel Shift to Proximity Block

Respected Sir/Madam,

I, (Your Name), a student of (class/semester) in the department of (department name), residing in room number (room number) of XYZ Hostel, herein submit my application for shifting to a hostel block closer to my department building, in order to ease my daily commuting concerns.

Due to the current accommodation, the distance between the hostel and my department is considerably long, leading to added exhaustion and time consumption, which ultimately hampers my academic productivity. Furthermore, the lack of proper transportation facilities coupled with unpredictable weather conditions has further amplified the issue.

In light of these challenges, I earnestly request you to consider my application and kindly grant me permission to shift to a hostel block in closer proximity to my department building. This move will significantly enhance my convenience in commuting, enabling me to devote more time and energy to my studies and co-curricular activities.

I hope you will understand my predicament and oblige me with a favorable decision. I would be grateful for your prompt attention to this matter.

Thanking you.

Yours sincerely,

(Your Name)

(Class/Semester)

(Department Name)

(Room Number, XYZ Hostel)

Contact: (Your Mobile Number)

4. Application for Single Room in Hostel Based on Personal Circumstances

To,
The Warden,
XYZ Hostel,
ABC University,
New Delhi - 110001.

Subject: Application for Single Room in Hostel Based on Personal Circumstances

Respected Sir/Madam,

I, [Your Name], am a student of [Course Name] in [Department Name], roll number [Roll Number]. I am currently residing in Room No. [Room Number] in the [Hostel Name]. I am writing this application to kindly request a single room in the hostel due to my personal circumstances.

I have been facing several difficulties in concentrating on my studies because of the disturbances that arise from sharing the room with other students. Moreover, I suffer from certain medical conditions that require me to follow a strict routine and maintain a peaceful environment for my well-being.

Given my situation, I believe that having a single room would significantly enhance my ability to focus on my academic pursuits and allow me to take better care of my health. I assure you that I will maintain proper decorum and abide by all the rules and regulations of the hostel.

I kindly request you to consider my application and allocate me a single room at the earliest possible convenience. I have attached the required medical documents to support my claim. I am also willing to provide any additional information if needed.

Thank you for taking the time to read my application. I hope for your kind understanding and a favorable response.

Yours sincerely,

[Your Name]

[Course Name]

[Department Name]

[Roll Number]

[Contact Number]

5. Room Allotment Swapping Request Through Hostel Change Application

To,
The Warden,
ABC Hostel,
XYZ Institute,
[City], [Pin code],
[Date]

Subject: Room Allotment Swapping Request Through Hostel Change Application

Respected Sir/Madam,

I, [Your Name], am a student of [Your Department], currently residing in room no. [Your Room Number], ABC Hostel. I am writing this application to kindly request your permission to swap my room allotment with another student, [Other Student's Name], who is residing in room no. [Other Room Number], DEF Hostel.

The reason for this request is that my family resides in close proximity to DEF Hostel, which would greatly help me in managing my day-to-day activities and reduce the time and cost of travel. The other student, [Other Student's Name], is also willing to swap rooms as it would benefit him/her for similar reasons.

We have discussed this matter with our respective roommates, and they have given their consent to swap the rooms. We assure you that this change will not cause any inconvenience to other hostel residents.

We kindly request you to consider our request and grant us permission to swap our room allotments. If required, we are ready to comply with any formalities that may be necessary for this process.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Department]

[Your Contact Number]

[Your Email ID]