

# Hostel Leave Application Request

## 1. Hostel Departure Application for Permanent Residence Change

To,  
The Warden,  
(Name of Hostel),  
(Name of College/University),  
(Address),  
(City), (Pin code)

Subject: Hostel Departure Application for Permanent Residence Change

Respected Sir/Madam,

I, (Your Full Name), a student of (Course Name), bearing Roll No. (Roll Number), am currently residing in Room No. (Room Number) of the (Hostel Name) in our esteemed college/university. I am writing this application to kindly inform you that due to a change in my permanent residence, I will be leaving the hostel facilities.

My family has recently moved to a new location, which is in close proximity to the college/university. This change in our permanent residence has made it feasible for me to travel to college on a daily basis without needing the hostel accommodation. I kindly request you to grant me permission to vacate the hostel premises by (Date of Departure).

I assure you that I will clear any outstanding dues and follow the hostel's formalities before my departure. I am grateful for the facilities and support provided during my stay in the hostel, and I have enjoyed my time here. Kindly acknowledge my application and grant your approval for the same.

Thanking you in anticipation.

Yours sincerely,  
(Your Full Name)  
(Room Number),  
(Hostel Name)

(Roll Number),  
(Course Name),  
(Name of College/University),  
Contact No.: (Your Mobile Number),  
Date: (Current Date)

## **2. Application to Visit Family from Hostel During Holidays**

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

Date: (DD/MM/YYYY)

Subject: Application to Visit Family from Hostel During Holidays

Respected Sir/Madam,

I am (Your Name), a student of (Your Class and Section) residing in room number (Your Room Number) at (Name of the Hostel). I am writing this application to seek your permission to visit my family during the upcoming holidays.

The holidays are scheduled from (Starting Date) to (Ending Date), and I wish to spend this valuable time with my family, who reside in (Your Hometown). My parents are eagerly awaiting my arrival, and it would also be an excellent opportunity for me to rejuvenate and gain motivation for the upcoming academic session.

I have maintained decent conduct and discipline during my stay at the hostel and have not been involved in any misbehavior or violation of hostel rules. I assure you that I will report back to the hostel on time after the holidays are over.

Kindly grant me permission to visit my family during the holidays. I would be highly obliged for your kind consideration.

Thanking you,

Yours sincerely,

(Your Name)

(Class and Section)

(Room Number)

Contact Number: (Your Contact Number)

### **3. Casual Day Outing Permission Application for Hostel Residents**

To,

The Warden,

(Name of Hostel),

(Name of Institution),

(Address),

(City), (Pin Code)

Subject: Casual Day Outing Permission Application for Hostel Residents

Respected Sir/Madam,

I am (Your Name), a resident of Room No. (Room Number) in (Name of Hostel). I am writing this application to seek your kind permission for a casual day outing for the hostel residents on (Date). The purpose of this outing is to provide an opportunity for the residents to relax and rejuvenate themselves amidst their hectic academic schedules.

The proposed outing will be organized to (Name of the Destination) which is located at a distance of approximately (Distance in kilometers) from the hostel. The residents will be leaving the hostel premises at (Time) and will return by (Time) on the same day. We ensure that all the necessary safety measures and guidelines will be followed during the outing. Additionally, we will be responsible for our own transportation and expenses.

We kindly request you to grant us permission for the proposed day outing and provide us with any further instructions or guidelines that we should follow. Your approval will greatly benefit the hostel residents and help us foster stronger bonds among ourselves.

Thank you for considering our request.

Yours sincerely,

(Your Name)

(Room Number)

(Name of Hostel)

Contact Number: (Your Contact Number)

## **4. Parental-Guided Official Leave Application for Hostel Inmate**

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

Subject: Parental-Guided Official Leave Application for Hostel Inmate

Respected Sir/Madam,

I, (Your Name), am a resident of room number (Your Room Number) in our esteemed hostel. I am writing this application to kindly request leave from (Start Date) to (End Date), as my parents have planned a family event during this period which requires my presence.

My parents have instructed me to inform you about this and seek your permission for the same. I assure you that I will complete any assigned work or responsibilities before leaving and will not let this absence hamper my academic performance or hostel duties.

Kindly consider my request for leave and grant me the necessary permission. I will be highly obliged for your kind cooperation and understanding.

Thanking you,

Yours faithfully,

(Your Name)  
(Room Number)  
(Your Contact Number)  
(Email Address)

## **5. Short-Term Hostel Leave Application for 2 Days**

To,  
The Hostel Warden,  
XYZ Hostel,  
ABC University,  
New Delhi, India

Subject: Short-Term Hostel Leave Application for 2 Days

Respected Sir/Madam,

I, (Your Name), a student of (Your Department), enrolled in (Your Course) and residing in Room No. (Your Room Number), XYZ Hostel, kindly request your permission to avail a short-term leave from the hostel for 2 days.

I need to visit my home (or mention the reason) on (Date - Day 1) and (Date - Day 2) and will ensure my return to the hostel on (Date - Day 3). I understand the rules and regulations of the hostel and assure you that I will abide by them during my absence.

I kindly request you to grant me the necessary permission and acknowledge my leave application. Your kind cooperation in this matter will be highly appreciated.

Thanking you in advance.

Yours sincerely,

(Your Name)  
(Your Course and Department)  
Contact Number: (Your Mobile Number)  
Date: (Today's Date)