

# Hostel Stay Permission Application Letter

## 1. Medical Needs Accommodation Request in Hostel Stay Application Letter

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

Subject: Medical Needs Accommodation Request in Hostel Stay

Respected Sir/Madam,

I, (Your Name), a student of (Your Department and Year), am writing this application to request a medical needs accommodation during my stay at the hostel. My enrolment number is (Your Enrollment Number) and I have been allotted Room No. (Your Room Number) in the XYZ hostel.

I am suffering from (mention your medical condition), which requires specific care and attention. Due to this medical condition, I need a few special arrangements to ensure my well-being during my stay at the hostel.

The accommodations I kindly request are:

1. (Mention specific accommodation, e.g., a lower-level room or a room closer to the restroom)
2. (Mention any special facility or equipment you may need)
3. (Mention any dietary requirements)

I have attached my medical reports as well as a letter from my treating doctor, Dr. (Doctor's Name), who has recommended these accommodations on account of my medical condition.

I understand that it might be difficult to arrange special accommodations, but I assure you that these arrangements are crucial for my well-being and academic success. I kindly request you to consider my application and the provided medical documents sympathetically and do the needful.

I am looking forward to your prompt and positive response. I shall be grateful for your kind cooperation in this matter. Please feel free to contact me or my treating doctor for any further clarification or information.

Thank you.

Yours sincerely,

(Your Name)

(Room Number)

(Your Contact Number)

(Your Email Address)

## **2. Hostel Stay Application Letter for Guests on Special Programs or Events**

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

Subject: Hostel Stay Application for Guests on Special Programs or Events

Dear Sir/Madam,

I am writing this application to request accommodation for our guests who will be participating in a special program/event organized by our department at ABC University. The event, [Insert Event/Program Name], is scheduled to take place from [Insert Starting Date] to [Insert Ending Date]. We expect around [Insert Number of Guests] guests to attend this event, comprising distinguished speakers, resource persons, and participants from various institutions across India.

Considering the distance and time constraints, providing accommodation within the campus premises would be of great convenience to our esteemed guests. Therefore, we kindly request you to allocate [Insert Number of Rooms] rooms in the XYZ Hostel for the duration of the event. We understand the

hostel rules and regulations and assure you that our guests will abide by them during their stay.

We will furnish the guest details, including their names, affiliations, and contact information, as soon as it is available. In case of any specific requirements or changes in the plan, we will promptly update you.

We sincerely hope for your cooperation and support in making the necessary arrangements and ensuring the success of our event. Kindly confirm the availability of the rooms at the earliest, so we can make further arrangements and inform our guests accordingly.

Thank you for your attention to this matter. We eagerly look forward to your positive response.

Yours sincerely,

[Your Name]  
[Your Designation]  
[Department Name]  
ABC University  
New Delhi - 110021  
[Your Contact Information]

### **3. Extension Request for Hostel Stay Application Letter Due to Examinations**

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

Subject: Extension Request for Hostel Stay Due to Examinations

Respected Sir/Madam,

I am (Your Name), a student of (Your Department and Year) living in room number (Your Room Number) at (Name of the Hostel). I am writing this

application to kindly request an extension of my hostel stay due to my upcoming examinations.

As per the current hostel policy, my stay is allowed until (Last Date of your Hostel Stay). However, my examinations are scheduled to last until (Last Date of Examinations). Therefore, I kindly request an extension of my stay for the duration of the examinations.

I assure you that I will adhere to all the rules and regulations of the hostel during this extended period and will vacate the room as soon as my examinations are over.

I hope you will consider my request and grant me an extension for my stay at the hostel. Your cooperation in this matter will be highly appreciated. Thank you.

Yours sincerely,  
(Your Name)  
(Your Department and Year)  
(Your Contact Number)

## **4. Formulating a Customized Meal Plan in Hostel Stay Permission Application**

To,  
The Warden,  
XYZ Hostel,  
ABC University,  
[City], India

Subject: Request for Formulating a Customized Meal Plan in Hostel Stay Permission Application

Respected Sir/Madam,

I, [Your Name], a student of [Your Department] in [Your Course], residing in Room No. [Your Room Number] at XYZ Hostel, am writing to request your kind permission to formulate a customized meal plan for myself during my stay in the hostel. I understand that the hostel mess provides a standard meal plan for

all students, but due to some specific dietary requirements and personal preferences, I am unable to consume certain items in the provided meal plan.

I would like to request that you kindly allow me to create a personalized meal plan, which will be in accordance with my dietary needs and preferences, and will also not cause any inconvenience to the hostel mess staff. I assure you that I will adhere to the meal timings and will cooperate with the mess staff in every possible way. My proposed meal plan will mainly consist of vegetarian options, focusing on a balanced and nutritious diet. I will also make sure that my customized meal plan does not cause any extra burden on the hostel mess's resources and expenses.

I believe that a customized meal plan will not only help me maintain a healthy lifestyle but also allow me to perform better academically. I humbly request your consideration, and I hope you understand my situation.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Department]

[Your Course]

[Your Contact Number]

[Your Email Address]

## **5. Application to Grant Temporary Stay in Hostel for Limited Period**

To,

The Warden,

(Name of Hostel),

(Name of Institution),

(Address),

(City, State, Pin Code)

Subject: Application to Grant Temporary Stay in Hostel for Limited Period

Respected Sir/Madam,

I, (Your Name), a student of (Course Name), (Course Year), bearing Roll No. (Roll Number), hereby respectfully request you to grant me temporary stay in the hostel for a limited period. I have to attend (mention the reason, e.g., an important workshop, project work, or exam) at our institution from (start date) to (end date), which requires me to be present in the campus.

Since my permanent residence is (mention the distance) away from the institution, it is not feasible for me to travel daily during this period. Therefore, I kindly request you to permit me to stay in the hostel temporarily for (number of days) days, from (start date) to (end date). I assure you that I will abide by all the hostel rules and regulations during my stay.

I hope you understand my situation and consider my request for a temporary stay in the hostel. I will be grateful for your kind help and cooperation.

Thanking you,

Yours sincerely,

(Your Name)

(Course Name)

Roll No. (Roll Number)

Contact No. (Your Contact Number)

Date: (Current Date)