

HOSTEL LEAVE APPLICATION FORM

Date: _____

To,
The Hostel Incharge,
Shivaji Maharaj Boys Hostel,
Maharaja Suhel Dev University
Azamgarh

Subject: Application for hostel leave from _____ to _____.

Respected Sir,

My name is, _____ Class/Course: _____
Staying in room no.: _____ . I would like to state that I will not be present in the hostel
From (Date & Time): _____ to (Date & Time): _____ due
to _____ reason. During this period I will stay at the following
address: _____ Contact Number: _____

I assure you that I will return to the hostel on the mentioned date and follow all hostel rules.

Thank you.

Yours obediently,

Signature of Student: _____

Name of Student: _____

Signature of Hostel Incharge

Note: This application must be submitted to the Hostel Warden Office at least one week before leaving the hostel. Leave will be granted only after approval by the Hostel Warden.