

## APPLICATION FOR RESIDENCE PROOF

To

The Warden (Hostel),  
Mental Health Institute,  
Sector -32, Chandigarh.

**Subject: Request for Residence Proof.**

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Respected Sir/Madam,

I, Dr./Ms./Mr. \_\_\_\_\_, S/D/W of Sh. \_\_\_\_\_

Student of \_\_\_\_\_ (Name of Course), Batch \_\_\_\_\_

staying in Hostel Room No. \_\_\_\_\_ since \_\_\_\_\_.

I want residence proof of my stay in the hostel for  
\_\_\_\_\_ (Purpose). My

course is likely to be completed up to \_\_\_\_\_.

My permanent address is as under:-

\_\_\_\_\_  
\_\_\_\_\_

Kindly issue me a residence certificate for the above said room and purpose mentioned above.

Thanking you.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(in Capital Letters)

Hostel Room No. \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email ID: \_\_\_\_\_

Date: \_\_\_\_\_