

Application for leave and suspending mess meals

To

The Chief Warden (Hostels)
GMCH, Chandigarh.

Subject:- Request for leave from the hostel and suspending mess meals during the period of my absence.

Dear Sir/Madam,

I _____, Student of _____ (Name of Course) staying in Room No. _____ Hostel No. _____. I request your permission to stay out of hostel premises from _____ to _____.

I have to leave the hostel for _____ (purpose) on _____ and return back on _____ in Hostel. In the period of my absence kindly suspend my mess meals. (Applicable only if leave duration exceeds 7 days). During my leave period my address will be as under:-

Thanking you

Signature

Signature of mess contractor

Name in Capital Letters:-

Room No. _____

Hostel No. _____

Phone No.

Allowed/Not Allowed

Signature of Concerned Warden