

B13, Sultan Bello Hall,  
University of Ibadan,  
Ibadan.

29<sup>th</sup> February 2016.

The Dean,  
Student Affairs,  
University of Ibadan.

Dear Sir,

REQUEST IN FAVOUR OF MY HALL APPLICATION

I, Kassim Bolaji Monsur, a bonafide student of this noble institution in the department of Civil Engineering write to solicit for your assistance in clearing my bed space in Sultan Bello Hall due to my medical clearance card.

I've not yet done my Jaja registration and I was told that Jaja registration and getting of the card will take a duration of three weeks. I will like you to assist me in writing on my behalf to the Hall Warden in order to do my clearance pending the time I will complete my Jaja registration.

Yours Faithfully,  
Bolaji Kassim.