

Application for Hostel Room Change

To,

The Hostel Warden,

Government Polytechnic, Madhepura.

Subject: Application for Hostel Room Change

Respected Sir/Madam,

I am Chhavi, a 5th semester student of Computer Science and Engineering (CSE) branch, residing in the hostel. I would like to request a change of my hostel room due to some unavoidable circumstances.

The current room is not suitable for my academic focus and peaceful stay because of [mention reason if any, e.g., overcrowding, disturbances, maintenance issues, etc.]. I kindly request you to consider my situation and allow me to shift to another available room that ensures a better environment for study and stay.

I shall be highly grateful to you for your kind support and consideration.

Thanking you.

Yours sincerely,

Chhavi

5th Semester, CSE Branch

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Government Polytechnic, Madhepura