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

**To**   
The Warden / Mentor  
SPSU (Sir Padampat Singhania University)  
Bhatewar, Udaipur

**Subject:** Request for Permission to Go Home for Summer Vacation

Respected Sir,

I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at SPSU. I am writing this letter to kindly seek your permission to go home for the upcoming summer vacation.

I request you to kindly grant me permission and I will make sure to return to the campus on time as per the university's schedule.

Thank you for your consideration.

Sincerely,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  
Hostel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Mentor sign warden sign