

To
The Warden,
Nilachal Mens Hostel
Tezpur University

Through
The Head of Department,
Computer Science and Engineering
Tezpur University

Date:17/01/2025

Subject: Application for Waiver of Mess Fees

Respected Sir,

I hope this letter finds you well. I am writing to formally inform you that I have secured an internship with the National Informatics Centre (NIC), Meghalaya, for the current semester. As the internship requires me to stay off-campus for six months, I will not be residing in the hostel during this period. However, I have completed my hostel readmission and will retain my hostel room for the semester.

Considering this, I kindly request to be exempted from paying the monthly mess fees for the period from January 2025 to May 2025, as I will not be availing of the mess services during my internship.

I have attached a copy of my internship offer letter for your reference. I would be grateful if my application could be processed at the earliest.

Thank you for your understanding and support.

Yours sincerely,
Debashis Boruah
CSM23058
Room No: 346 (NMH)