

REQUEST LETTER

PRAJESH B
107123079
AMBER_B

The Hostel Office,
NIT Trichy

Subject: Request for Change of Mess Allocation from MEGA Mess First Floor to Ground Floor

Respected Sir/Madam,

I am writing to respectfully request a change in my mess allocation from MEGA Mess First Floor to the Ground Floor. By mistake I submitted the mess registration twice so my order of mess preference was shuffled, and I have been assigned to the First Floor, which primarily serves North Indian cuisine.

As I find it difficult to adapt to North Indian food on a daily basis. I kindly request you to accommodate this change and assign me to the Ground Floor mess at the earliest convenience. I assure you that I will complete any necessary formalities as required by the hostel office.

Yours sincerely,

PRAJESH B
107123079
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