

To

The Warden,

[Your Hostel Name],

[College Name],

[Location].

Respected Sir/Madam,

Subject: Request for Permission to Leave Hostel During Vacation

I am [Your Name], studying in [Your Department, Year], residing in Room No. [Your Room Number] of [Hostel Block Name]. I kindly request your permission to leave the hostel and go home for the upcoming vacation from [Start Date] to [End Date].

I will be traveling to my native place at [Your Hometown] and will return on [Return Date] without fail. I assure you that I will follow all hostel rules and return before the reopening date.

Please grant me permission to leave the hostel premises during this vacation period.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Register Number]

[Mobile Number]

Date: 20-05-2025