

LEAVE LETTER

From

Date:

Name:

Batch & Room No:

UG Girls Hostel

SBMCH

To

The Staff Warden

SBMCH

Respected Madam,

I request you to kindly grant me permission to visit my home/guardian place in _____

for _____ days from _____ to _____.

Thanking you

Yours sincerely,

Signature

Address of Visit:

Name:

Mobile No:

Parent Mobile number:

Guardian Mobile number:

Resident Warden Signature: