

To  
The Superintendent,  
Hostel No. 2 , Jorhat Engineering College,  
Jorhat – 785 007, Assam.

**Subject: Request for temporary leave from the hostel**

Sir,

With reference to the subject cited above, I would like to inform you that I want to leave the hostel temporarily for the reason and period as mention below:

Reason of Temporary Leave : \_\_\_\_\_

Period of Leave : From \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ ( \_\_\_\_ Days)

Address during Leave : Guardian Name \_\_\_\_\_

Locality \_\_\_\_\_

District \_\_\_\_\_ State \_\_\_\_\_

Contact No. of the Guardian \_\_\_\_\_

Therefore, I request you to grant me leave for above mention days. My details are given below for your useful.

Thanking you.

Yours faithfully,

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

\_\_\_\_\_  
(Signature of the Applicant)

Name of the Applicant: \_\_\_\_\_

Room No.: \_\_\_\_\_ Reference No.: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Contact No. \_\_\_\_\_

Home District & State: \_\_\_\_\_

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**FOR THE USE OF THE SUPERINTENDENT, HOSTEL NO. 2, JORHAT ENGG. COLLEGE**

Whether Parent's Consent found or not? : \_\_\_\_\_ (YES / NO)

Whether Leave Granted or Not? : \_\_\_\_\_ (YES / NO)

\_\_\_\_\_  
(Signature of the Superintendent)