Date:

Name of the warden:

Name of the hostel:

Dear (mention the name of the warden),

I am writing this letter to you because I would like to ask for permission to leave. I am from the last semester and now I have to take training for future employment after completing my degree. I have been staying in your hostel because I am trying to get my life on track. I have to stay away from my home and I found this hostel to be my second home.

I believe that this hostel has given me so much. I have got the opportunity to socialize with different people, the comfort of home in the hostel, and everything from different aspects of life. I am very much satisfied with the services provided by the hostel to me. However, now is the right time for me to look into my career. There is a need to test if I can achieve my independence for which, I will have to leave your hostel.

I am looking forward to your approval. Please accept my appreciation in advance and feel free to contact me if you have any query in your mind regarding this matter.

Regards,

Yours sincerely,

Name of the sender

Signatures of the sender

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