

To
The Hostel Superintend
Princess' Cottage
BBSR-Odisha

Date :

Subject: Leave from Hostel from Dated _____ Time _____
to Date _____ Time _____

Dear Madam/Sir

I _____ a boarder of Princess' Cottage Room No _____
want to go on leave for the said duration.

The details of my visit are as follows.

Name	
Purpose of Leave	
Destination Address	
Destination Phone No	
Nature of Destination	
Departure Date / Time	
Expected Arrival Date/Time	
Signature of the Candidate	

Kindly allows me to go at the mentioned destination for the said period.

For Office use only

1. Talked to the Parent Yes / NO
2. Talked to the LG Yes / No
3. Talked to the Destination Yes / No
4. Leave Granted Yes / No

Thanking You

Superintendent' Sign