

Letter to Warden for Leaving Hostel - Example

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Hostel Warden's Name]
[Hostel Name]
[Hostel Address]
[City, State, ZIP Code]

Subject: Notice of Departure from [Hostel Name]

Dear [Warden's Name],

I trust this letter finds you in good health. I am writing to formally notify you of my decision to leave [Hostel Name]. My stay at the hostel has been both enriching and enjoyable, and I appreciate the facilities and support provided during my residency.

Due to [mention the reason for leaving, such as completion of studies, change in residence, etc.], it has become necessary for me to relocate. I understand the departure process and am committed to adhering to all relevant hostel regulations and procedures.

I plan to vacate my room on [proposed departure date], and I will ensure that my room is in proper condition as per the hostel guidelines. If there are specific check-out procedures or documentation required, please inform me, and I will promptly comply.

I would like to express my gratitude for the assistance and cooperation I have received from you and the hostel staff during my stay. I have valued my time at [Hostel Name] and will cherish the memories created here.

Thank you for your understanding and support in this matter. I look forward to a smooth transition.

Sincerely,

[Your Name]
[Your Hostel Room Number]