

Email Format about Hostel Vacating Letter

Subject: Notice of Intention to Vacate Hostel Room

Dear [Hostel Name],

I am writing to inform you that I will be vacating my hostel room on [Date], as my course has ended, and I will be returning home. Please consider this email as a formal notice of my intention to vacate the room.

As per the hostel rules, I will ensure that the room is cleaned and all the furniture and fixtures are in the same condition as when I arrived. Please let me know if there are any additional formalities that need to be completed before vacating the room.

I would like to take this opportunity to thank you and the hostel staff for providing me with a comfortable and safe accommodation during my stay. I appreciate your assistance with any queries or issues that I had during my stay.

Please let me know if there are any further instructions or information that I need to be aware of.

Thank you for your cooperation.

Sincerely,

[Your Name]