

Letter to Warden for Leaving Hostel - Template

[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 hope this letter finds you well. I am writing to formally inform you of my decision to leave [Hostel Name]. I have appreciated the support and accommodations provided during my stay, and I am grateful for the experience.

Due to [mention the reason for leaving, such as completion of studies, change in residence, etc.], I find it necessary to vacate the hostel. I am committed to complying with all relevant hostel regulations and procedures to ensure a smooth departure.

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 provide guidance, and I will promptly fulfill the necessary requirements.

I want 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 fondly remember the memories created here.

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

Sincerely,

[Your Name]
[Your Hostel Room Number]

