

Leave Application to Hostel Warden by Parents

Dear [Hostel Warden's Name],

I am writing on behalf of my son/daughter, [student's name], who is currently residing in the hostel. Due to [state reason for leave, such as a family emergency, medical treatment or personal reasons], we are requesting a leave of absence for him/her from the hostel from [start date] to [end date].

We have already informed our child about the absence and made arrangements to ensure that his/her belongings are secure and the room is clean and tidy before departure. We will make sure that any outstanding hostel fees are paid before the leave.

We understand that leaving the hostel during the academic term can have an impact on our child's studies. However, the circumstances necessitate this leave, and we will ensure that our child keeps up with the course requirements while he/she is away.

Please let us know if there are any further formalities we need to complete before our child's departure. We are looking forward to our child returning to the hostel and resuming his/her studies once the leave is over.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]