1. Photocopy this page and fill in required information correctly. Signature of parent must match Institute records.
2. Mail the completed form only by courier/speed-post to “The Boys’/Girls’ Hostel Warden”
3. The letter must reach the Warden five working days before the required leave period.
4. In the interest of your ward’s safety, e-mail/fax/hand delivered letters are not acceptable.

|  |
| --- |
| **LEAVE REQUEST LETTER FOR HOSTELITE** |

Date: \_\_\_\_\_\_/ \_\_\_\_\_\_/ 20\_\_\_\_\_

To

The Girls’/Boys’ Hostel Warden

I.H.M.C.T. & A.N.

Alto Porvorim, Bardez

Goa 403521.

Dear Madam/Sir:

My daughter/ son\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is residing in the Girls’/Boys’ Hostel in Room no.\_\_\_\_\_\_\_ Bed no.\_\_\_\_\_\_\_\_

I am aware that her/his attendance is \_\_\_\_\_\_\_ % as on \_\_\_\_/\_\_\_\_/20\_\_\_\_.

(*As per website* [*www.ihmgoa.nic.in/attendance.htm*](http://www.ihmgoa.nic.in/attendance.htm))

I request you to permit my daughter/son to return home / be absent from hostel for \_\_\_\_\_\_\_\_\_ days.

viz. from \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_ due to the following reason (s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enclosed please find photocopy of Ticket of Travel by Road/Rail/Air.

She/ He will report back to the Hostel on \_\_\_\_/\_\_\_\_/20\_\_\_\_.

Thanking you,

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Signature)*

(Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Mobile no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_