

Date: _____

To,
Associate Dean (HA)
VNIT, Nagpur

Paste recent
passport
size **Colour**
Photograph

(Do Not
Staple)

Through: Head of the Department of _____

Respected Sir,

I wish to avail Hostel facility during summer vacation, 2017

Reason: (Summer Project*/Internship*/Training*/Re-Exam/T & P)

I would be thankful, if a room is allotted to me from
_____ to _____ for the same.

Thanking You,

Yours Faithfully

Signature

Name: _____

ID No. : _____ Mob. No. _____

H. B. No. _____ Room No. _____

(*Please enclose relevant document in support)

Remarks / Comments of HoD

Signature & Seal of HoD