



STUDENTS HOSTEL NO. 16

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Date: ___ / ___ / _____

To,

The Warden, Hostel 16.

Dear Sir,

Myself Mr. _____, Roll No. _____, vacating

Room No. _____ in Wing A / B / C on ___ / ___ / _____ at ___:___ hours and submitting Room

Keys (Yes / No). I am vacating Hostel Room due to following reasons: (Tick (✓) one of following)

- Transfer to Hostel No. _____ of the Institute.
- Not availing Hostel facility in the Institute.
- Other (if any) _____.

My Bank account details are as follows for refund:

Bank Account No: _____, IFSC Code: _____

Bank Name: _____, Branch _____, Pincode: _____

My residential address is:

_____ City: _____ Pin: _____

Signature: _____ Mobile: _____ Email: _____

(student signature)

Mess Manager: Received the mess discontinuing intimation from Hostel Office _____

(signature with date)

-----tear here-----

STUDENTS HOSTEL NO. 16

(Mess Manager Copy)

To,

The Mess Manager, Hostel 16.

Sir,

Myself Mr. _____, Roll No. _____, vacating Room

No. _____ in Wing A / B / C on ___ / ___ / _____. Request to kindly discontinue my messing facility

w.e.f ___ / ___ / _____.

Signature: _____ Mobile: _____ Email: _____

-----tear here-----

STUDENTS HOSTEL NO. 16

(acknowledgement copy of the student)

Mr. _____, Roll No. _____, Room No. _____

Wing A / B / C vacated room on ___ / ___ / _____ and returned / not returned the room keys.

Dated: ___ / ___ / _____

Hall Manager, Hostel No. 16.