

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

Date: _____/_____/20_____

To
The Girls’/Boys’ Hostel Warden
Institute of Hotel Management, Catering and Nutrition,
Library Avenue,
PUSA,
New Delhi-110012

Dear Madam/Sir:

My daughter/ son _____ is residing in the
Girls’/Boys’ Hostel in Room no. _____

I am aware that her/his attendance is _____ % as on ____/____/20____.
(As per website www.thims.gov.in)

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.: _____