

Application for Leave from Hostel

To,
The Asst. Director
NIFT, Kolkata

Date: _____

Time: _____

Subject: request for Night out

Madam/Sir,

I, Ms _____ student of FP(Design)/Technology, M.Des/MFM semester _____ residing in Room no. _____, would request you to kindly permit me to visit my Local Guardian/Parent at the below mentioned address from (date) _____ to (date) _____. The SMS has been forwarded by parent, the registered number is _____ Local Guardian/Parent Address.

Reason for night out _____

Ticket detail _____

Tel. _____

For office use only

SMS has been received on (date) _____ at time _____ from the parent's registered number.

Kindly permit.

(Hostel Warden)

Permission granted/Rejected

Asst. Director (Academics) _____