



COPY : Student / Occupant  
..... Hostel Office with a  
request to kindly provide Guest  
room as detailed below

**OFFICE OF HOSTEL MANAGEMENT, IIT MADRAS**  
**REQUEST FOR PROVIDING GUEST ROOM IN HOSTELS**

Sl. No. 4436 Date: \_\_\_\_\_  
From \_\_\_\_\_  
Name \_\_\_\_\_  
Roll No. \_\_\_\_\_  
Room No. \_\_\_\_\_ Hostel \_\_\_\_\_  
Contact No. \_\_\_\_\_

To  
**THE CHAIRMAN**  
Council of Wardens  
IIT Madras  
***THROUGH THE WARDEN***

Sir,  
I request to kindly arrange to provide ONE Guest Room preferably in \_\_\_\_\_ Hostel  
for our below mentioned guest(s)

Name of the Guest : ..... Age ..... Gender ..... Relationship .....  
: ..... Age ..... Gender ..... Relationship .....  
: ..... Age ..... Gender ..... Relationship .....

Purpose of Guest Room requested : .....

Period of Stay : From ..... To ..... For ..... Days

Thanking you,  
Yours faithfully,

Recommended & Forwarded

( \_\_\_\_\_ )  
Signature of Applicant  
Encl : ID Proof of Guest (s)

WARDEN \_\_\_\_\_ Hostel

**For OFFICE USE only**

**Recommended & Approved for providing Guest Room in \_\_\_\_\_ Hostel,  
to the above mentioned Guest(s) \_\_\_\_\_ Persons, form \_\_\_\_\_ to \_\_\_\_\_  
for \_\_\_\_\_ Days.**

RECOMMENDED

APPROVED

ASST. REGISTRAR (STUDENTS)

CHAIRMAN