



# OFFICE OF THE HOSTEL MANAGEMENT IIT MADRAS

HOSTEL .....

## REQUEST FOR RESERVATION OF ROOM IN TARAMANI GUEST HOUSE

To

Date : .....

The Officer in-charge  
Taramani House  
IIT Madras

### THROUGH THE WARDEN

Sir,

I request you to kindly arrange to reserve one single / double room for the following guest(s) of mine.

Name of the guest(s) :

Relationship with the student :

Purpose of Visit :

Period of Stay : From ..... to .....

Thanking you,

Yours faithfully,

Signature :

Name :

Roll No. :

Room No. :

Hostel :

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**RECOMMENDED AND FORWARDED**

Date.....