To,

The Hostel Warden

Assam Don Bosco University

Tapesia/Azara Campus

Sub: Request Letter to allow my son/daughter to stay at the hostel

Respected Fr. Warden,

This is to request your kind permission to allow my son/daughter ……………………………………………………., to stay at the hostel for the Spring 2020 semester. I give my consent knowing fully well the implications due to the present pandemic situation, and promise you that my son/daughter will see to his/her personal safety and that of others.

He/She will produce COVID-19 Negative Certificate upon arrival at the hostel. Hence, please do admit him/her to the hostel.

Thanking you in anticipation,

Yours faithfully,

Signature: ……………………………………..

Name:……………………………………………..

Date: ……………………………………………….