

To,
The Provost, Boys Hostels
Quaid-i-Azam University
Islamabad.

Dated: _____

Through: Chairperson/Supervisor of the Department

Subject: **Request For Stay During Summer Vacation**

Sir,

Due to following reason(s), I need to stay in the campus during Summer Vacations.
(Briefly mention the reasons). _____

.It is therefore, requested that some arrangements of my stay, purely on temporary basis may kindly be made for the period from _____ to _____. There is nothing outstanding against me in the form of hostel/mess dues and I will pay summer semester hostel fee for this period as per approved rates applicable. I shall abide by the decision of hostel's administration to allow me to stay in same room already occupied by me or any other place reserved for the purpose.

Signature of Student

.....**To be filled by the Department**.....
It is certified that the above stated reason(s) is/are correct. The case is recommended.

Chairperson/Supervisor

Provost, Boys Hostels: _____
