



# KALINGA COLLEGE OF COMMERCE, BHUBANESWAR

Affiliated to Utkal University

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## LEAVE APPLICATION – GIRLS HOSTELLERS

Name: \_\_\_\_\_

Class: \_\_\_\_\_ College Roll No: \_\_\_\_\_ Hostel Room No: \_\_\_\_\_

To  
The Officer-in-Charge, KCC Girls Hostel,  
Kalinga College of Commerce,  
Bhubaneswar-2

Dear Sir,

It is humbly requested that I may be allowed leave from the hostel from

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ because (reason) \_\_\_\_\_

Therefore, I request you to kindly grant me leave for.....day(s).

The details of my travel are as follows:

Place where I am going to \_\_\_\_\_

Contact Person : \_\_\_\_\_ Relation \_\_\_\_\_

Phone / Mobile No. of the Contact Person: \_\_\_\_\_

I am leaving on \_\_\_\_\_ at \_\_\_\_\_ am/pm and I need Breakfast/Lunch/Dinner  
and will be reporting back on \_\_\_\_\_ at \_\_\_\_\_ am/ pm and need  
Breakfast/Lunch /Dinner.

Thanking you.

Yours sincerely,

**Full Signature of Applicant**

**Date:** \_\_\_\_\_

**Granted/ Not Granted:** \_\_\_\_\_

**Signature of Superintendent**  
KCC Girls Hostel

**Signature of Officer-in-Charge**  
KCC Girls Hostel

**Remarks (if any):**