

Student Hostel Guest Exit Clearance Letter

Hostel Name:

Date:

To Whom It May Concern,

This is to certify that the following guest/student has cleared all dues and responsibilities with the hostel and is permitted to exit the premises.

Name of Guest/Student

Room Number

Hostel ID/Registration No.

Check-in Date

Check-out Date

Clearance Details:

Room Inspection

Outstanding Payments

Keys Returned

Other Remarks

Kindly allow the above-mentioned guest/student to exit the hostel premises.

Hostel Warden

Date:

Accountant

Date:

Security In-charge

Date: