

APPLICATION FOR REFUND OF THE HOSTEL SECURITY DEPOSIT

(TO BE APPLIED FOR WITHIN 180 DAYS OF VACATING THE HOSTEL)

To

The Chief Warden (Hostels)

GMCH, Chandigarh.

Subject:- **Request for refund of security deposit**

Dear Sir/Madam,

I _____, son/daughter/wife of _____,
student of _____ (Name of Course) staying in Room No. _____
Hostel No. _____.

I have vacated the room on _____ after clearance of all my hostel dues i.e. security, room rent, amalgamated fund, electricity & water charges, fine etc. for the period of my stay in hostel vide receipt No. _____ dated _____. I have also cleared my mess charges for the period of my stay in hostel vide receipt No. _____ dated _____.

I also giving undertaking that I will pay the due amount if any found at any later stage against me.

Kindly refund the security of amount Rs. _____ paid by me vide receipt no. _____ dated _____.

After leaving the hostel my correspondence address will be as under :-

Thanking you

Signature

email ID:

Name in Capital Letters:-

Mobile number:

Bank account number _____

Name of Bank: _____

IFSC code:

Signature of Mess Contractor & stamp