**To**

**The Joint Director**

**St. Mary's Polytechnic College**

**Valliyide, Mudappallur, Palakkad 678705**

**Date: [DD/MM/YYYY]**

**Subject: Request for Cancellation of Hostel Accommodation**

**Respected Sir/Madam,**

I, [Name of Student], bearing Admission Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am currently enrolled in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department in the \_\_\_\_\_\_\_\_\_ semester. I am writing to request the cancellation of my hostel accommodation.

The reason for this cancellation is [mention the reason, e.g., moving closer to the college, personal circumstances, etc.]. If there are any pending dues related to the hostel accommodation, I am ready to settle them promptly.

I kindly request you to process this cancellation at your earliest convenience.

Thank you for your attention to this matter.

**Sincerely,**

**[Name of Student]**

Mobile number of student :