

Hostel Clearance Certificate Template

Subject: Hostel No Due Certificate Application

Respected Hostel Warden,

I am [Student Name], Room No. [Room Number], writing to request a Hostel No Due Certificate. I

have completed my stay at the hostel and cleared all dues including:

- Monthly hostel fees
- Mess charges
- Any damages or maintenance costs
- Electricity and water charges

I have vacated the room and submitted the room key along with all hostel property in good condition. The room has been inspected and found satisfactory.

Please issue the No Due Certificate for my graduation formalities.

Thank you,

[Your Name]

[Room Number]

[Contact Details]

[Date]

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