

Name of student:  
Department (course):  
Enrollment no:  
District:  
Contact no:

To,  
The Principal,  
Government Polytechnic for Girls,  
Ahmedabad

**Subject: Matter of not being detained**

Respected Sir,

In reference to the subject,, I am studying in \_\_\_\_\_ semester in \_\_\_\_\_ branch with Enrollment Number: \_\_\_\_\_. To continue my accommodation at the \_\_\_\_\_ hostel, I have been asked to verify that I am regular student. I request you to kindly issue a letter verifying that I have not been detained and I am continuing my regular studies.

Thanking you.

Yours faithfully,

Forwarded through HOD

Enclosures:

- i) Copy of GTU Grade history
- ii) Copy of Hostel I-card