

From:

Suit No. _____
M. S. Apartments,
Kasturba Gandhi Marg,
NEW DELHI - 110001

Phone: _____

Email: _____

Date: _____

To:

The Dy. Director of Estates

Hostel Section

Room No. 422, 'C' Wing

4th Floor, Nirman Bhawan

NEW DELHI - 110011

Fax: 23061749

Phone: 23062423

SUBJECT: Booking of Curzon Road Hostel Accommodation

Dear Sir,

It is to inform you that I am an allottee residing in the above mentioned Suite at M.S. Apartments (i.e., Curzon Road Apartments) and my relatives are visiting Delhi. Since the accommodation is limited in this Suit, So, I need a suitable accommodation in Curzon Road Hostel (Block "F"). Please book the accommodation as per details given below:

Nos. of Suites: _____ (One/Two/Three)

Type of Suites: Single/Double; AC/Non-AC

Duration: From _____ (Date), Time _____ AM/PM

To _____ (Date), Time _____ AM/PM

Kindly allot me the required accommodation and inform accordingly.

Regards,

Yours sincerely,

(_____)

Designation: _____

Office Address: _____