

## Content -2

Sukhda PG Accommodation  
Mayur Vihar 1, Delhi

Vacation Request Form  
For Short-Term Vacation

Guest Details:

Name of the Guest: \_\_\_\_\_

Room Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Vacation Details:

Vacation Start Date: \_\_\_\_\_

Vacation End Date: \_\_\_\_\_

Expected Return Date: \_\_\_\_\_

Reason for Vacation:

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Information:

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Terms and Conditions:

I understand that I am required to inform the management of my departure and return dates.  
I acknowledge that I will be responsible for my personal belongings during my absence.  
I agree to pay any pending dues before my departure.

Declaration:

I, \_\_\_\_\_, declare that the above information is true and accurate. I agree to the terms and conditions mentioned above.

Signature of the Guest: \_\_\_\_\_

Date: \_\_\_\_\_