Letter intimating vacation of railway quarter

Sample format from HRMS Railway Guide (independent guide). Replace the text in square brackets. Follow any format your office prescribes.

To

The [Allotting authority, for example Senior Divisional Engineer / Section Engineer (Works)],

[Division / Station]

Subject: Intimation of vacation of railway quarter No. [quarter number], [colony name]

Sir or Madam,

I was allotted railway quarter No. [quarter number], Type [type], in [colony name] vide [allotment order number and date].

Due to [transfer to (station) / retirement on (date) / allotment of another quarter / personal reasons], I will vacate the quarter on [date].

I request you to depute staff to take over the quarter on that date, record the meter readings and the condition of fittings, and issue the vacation certificate and no dues certificate.

The keys will be handed over to [name and designation] on [date].

Yours faithfully,

[Name]

[Designation], [Department]

[Contact number]

Date: [date]