Room No.：

**退 宿 委 托 书**

**Letter of Authorization for Dormitory Check-out**

**委托人Client：**姓名Name： ；性别Gender： ；

证件号码Passport No.： ；联系方式TEL： .

**受托人Trustee：**姓名Name： ；性别Gender： ；

证件号码Passport No.： ；联系方式TEL： ；

与委托人的关系Relations with clients： classmates/friends/... .

委托人为浙江工商大学留学生，在校住宿地址为生活区 号楼 房间。因目前不在学校，特委托 （下称“受托人”）作为合法代理人全权代表处理退宿事务。The client is a ZJSU international student and the address is Room NO. , Building No. . Since he/she is not on the campus at present, he/she has entrusted (hereinafter referred as “trustee”) as a legal agent to handle the dormitory check-out.

**经双方协商，同意以下事项After negotiation, both parties agree on the followings：**

1. 受托人于2023年3月24日前整理委托人在 号楼 房间的个人物品并完成打包,寄回委托人指定地址或其他方式将房间腾空；The Trustee will finish packing the personal belongings and send it back to the address that client requires to or other ways to empty the room of the Client in Room No. , Building No. before March 24th，2023;

2、受托人在物品整理和搬迁过程中应保持与委托人的及时沟通，确保重要物品的完整性。同时，委托人认可受托人对其他物品的相关处理；The trustee shall keep in touch with the client during the packing and relocation of the items to ensure the integrity of important items. At the same time, the client approves the trustee's handling of other items;

3、因受托人在完成委托事项过程中造成委托人物品损毁、丢失的，受托人应当独立向委托人承担相应责任，学校对此概不负责。If the items are damaged or lost due to the trustee’s completion of the entrusted matters, the trustee shall bear the corresponding responsibility to the client independently, and ZJSU shall not be responsible for above-mentioned matters.

委托人Client（签名Signature）： 受托人Trustee（签名Signature）：

日期Date： 年(Y) 月(M) 日(D) 日期Date： 年(Y) 月(M) 日(D)