

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: UGC Approval Request

I hope this letter finds you well. I am writing to formally request approval from the University Grants Commission (UGC) for [specific purpose, e.g., a research project, a grant application, etc.].

[Paragraph 1: Briefly introduce the subject and importance of your request.]

[Paragraph 2: Provide detailed information about the project or application, including objectives, methodology, and expected outcomes.]

[Paragraph 3: Mention any previous correspondence related to the approval or any relevant deadlines.]

I appreciate your attention to this matter and look forward to your positive response. Should you require any further information, please feel free to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Institution/Organization Name, if applicable]