

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

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

Subject: Request for UGC Accredited Documents

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request copies of the UGC accredited documents pertaining to [specify the course/program/department] at [institution/organization name].

These documents are essential for [state the purpose, e.g., pursuing further education, verification, etc.]. I appreciate your assistance in this matter and would be grateful if you could send the requested documents to my address provided above or via email at [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Designation (if applicable)]