

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

To,

The Secretary,
University Grants Commission (UGC)
[UGC Address]
[City, State, ZIP Code]

Subject: Application for UGC Approval

Dear Sir/Madam,

I am writing to formally request approval from the University Grants Commission for [specific purpose, e.g., a new course, research project, etc.].

[Briefly explain the purpose of the application, including relevant details about the project/course/institution, and any necessary supporting information.]

We believe that this initiative will greatly benefit [mention target audience or community] and align with the objectives of the UGC.

Enclosed with this letter are the necessary documents for your review. Please let me know if you require any further information or clarification.

Thank you for considering our application. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Designation]
[Your Institution/Organization]
[Institution/Organization Address]