

[Your Name]
[Your Position]
[Your Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[University Grants Commission (UGC)]
[UGC Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Approval/Recognition

I hope this letter finds you well.

I am writing to seek your approval for [briefly state the purpose, e.g., a new program, course, or research proposal] offered by [Your Institution's Name]. We believe that this initiative will significantly enhance the academic offerings and align with the UGC's objectives of promoting high-quality education.

[Provide a brief description of the program, its objectives, and its relevance to academic standards.]

We have taken all necessary steps to ensure compliance with UGC guidelines and have included supporting documents for your review.

Thank you for considering our request. We look forward to your favorable response.

Sincerely,

[Your Name]
[Your Position]
[Your Institution/Organization Name]