

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

The Secretary  
University Grants Commission  
[UCG 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 academic program, research project, etc.].

[Provide a brief overview of the program/project, including objectives, benefits, and any relevant details.]

We believe that this initiative will contribute significantly to [mention how it aligns with educational goals or benefits to the community/students].

Attached to this letter are the necessary documents for your review, including [mention any supporting documents you are providing, such as proposals, budgets, etc.].

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

Sincerely,

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