

****UGC Letter Format****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear [Recipient Name],

****Step 1: Introduction****

- Briefly introduce yourself and your purpose for writing.

****Step 2: Background Information****

- Provide relevant background information related to the subject.

****Step 3: Main Content****

- Elaborate on your concerns, requests, or suggestions.

- Include any necessary details, evidence, or examples.

****Step 4: Conclusion****

- Summarize your main points.

- State any actions you would like the recipient to take.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Affiliation, if applicable]