

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Approval of UGC Proposal

Dear [Recipient Name],

We are pleased to inform you that your proposal titled "[Title of Proposal]" has been approved by the University Grants Commission (UGC) under the [specific scheme or program name].

Details of the approval are as follows:

- **UGC Reference Number:** [Reference Number]
- **Project Duration:** [Start Date] to [End Date]
- **Total Grant Amount:** [Amount]

We congratulate you on this achievement and look forward to your progress on the project. Please ensure compliance with all UGC guidelines and reporting requirements during the course of your project.

For any further information or clarifications, feel free to contact us at [Contact Information].

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Your Email Address]

[Signature (if sending a hard copy)]