

****UGC Letter Format Guidelines****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

****To****,

The Secretary,

University Grants Commission,

[UGC Office Address],

[City, State, ZIP Code]

****Subject:**** [Subject of the Letter]

Dear [Recipient's Name or "Sir/Madam"],

[Body of the Letter: Introduction, main content, and conclusion. Include specific details related to your request or information pertaining to the UGC.]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]

[Institution Name (if applicable)]