

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

The Chairman
University Grants Commission
[UGC's Address]
[City, State, ZIP Code]

Subject: Submission of Research Proposal

Dear [Chairman's Name],

I am writing to submit my research proposal titled "[Title of the Research Proposal]" for your consideration. This proposal aims to [briefly describe the objective of the research, e.g., investigate, analyze, or develop].

1. ****Background and Rationale****

Provide a brief background of the research topic and its significance.

2. ****Objectives****

List the main objectives of the research concisely.

3. ****Methodology****

Outline the research design, methods, and techniques that will be employed.

4. ****Expected Outcomes****

Describe the anticipated results and their potential impact on the field.

5. ****Budget****

Provide a summary of the budget required for the research.

6. ****Timeline****

Include a brief timeline for the completion of the research.

Attached to this letter are the detailed research proposal and all necessary documents as per the UGC guidelines.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Institution/Organization]
[Signature (if sending a hard copy)]