

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

[Recipient's Name]  
[Recipient's Title]  
[University Grants Commission (UGC)]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for UGC Authorization

I am writing to formally request authorization from the University Grants Commission for [specific purpose or project].

[Provide a brief introduction of yourself and your institution, including relevant background information].

The objective of this request is to [explain the purpose of seeking UGC authorization, details of the project, its significance, and any relevant deadlines].

We believe that the support and recognition from the UGC would greatly enhance our efforts in [mention the expected outcomes or impacts of the project].

Please find attached [mention any attached documents, if applicable, such as project proposals or institutional information].

I appreciate your consideration of our request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution]