

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: UGC Approval Notification

Dear [Recipient's Name],

We are pleased to inform you that your application for [Project/Program Name] has been approved by the University Grants Commission (UGC) under reference number [Reference Number].

This approval is effective as of [Effective Date] and is valid for [Duration/Period]. The funding granted is [Amount] which is to be utilized for [Purpose of Funds].

Please ensure that all project activities adhere to UGC guidelines and submit regular progress reports as outlined in the agreement.

Congratulations on this achievement, and we look forward to seeing the positive impact of your project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]