

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

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Subject: Approval Request for UGC Funded Project

Dear [Recipient Name],

I am writing to formally submit a proposal for the project titled "[Project Title]," which has been designed to achieve [briefly explain the objectives of the project]. This initiative aims to [describe the significance of the project and expected outcomes].

The project could potentially lead to [mention any long-term benefits or implications of the project]. I believe that this research aligns well with the objectives of the UGC and will contribute significantly to [field/subject area].

Attached to this letter, you will find the detailed project proposal, budget estimation, and timelines. I trust that you will find this project deserving of support and approval from the UGC.

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

Sincerely,

[Your Name]
[Your Position]
[Your Institution]