

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

[Recipient's Name]
[Recipient's Position]
[University Grants Commission]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for UGC Grant

I am writing to formally submit an application for the UGC grant for [specific purpose of the grant, e.g., research project, educational program, etc.]. Our institution, [Your Institution/Organization Name], is keen on [brief description of the project or purpose of the grant].

The primary objectives of this project are to [list main objectives]. We believe that this initiative will significantly contribute to [mention potential impact on education, research, community, etc.].

We have attached the required documents, including [list any documents such as project proposal, budget, CVs of team members, etc.], for your review.

Thank you for considering our application. We look forward to the opportunity to contribute to [mention UGC's goals or objectives] through our project. Please feel free to contact me if you require any further information.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Institution/Organization]