

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of UGC Accreditation

I hope this letter finds you in great spirits.

We are pleased to inform you that [Your Institution's Name] has been granted accreditation by the University Grants Commission (UGC) as of [Accreditation Date]. This recognition reflects our commitment to maintaining high educational standards and providing quality education to our students.

The accreditation process involved thorough evaluation and assessment of our academic programs, faculty qualifications, infrastructure, and student support services. We are proud to be acknowledged as a UGC accredited institution, which not only enhances our reputation but also benefits our students in numerous ways, including [list benefits such as eligibility for grants, recognition for programs, etc.].

We extend our sincere gratitude to you and your team for your support during this process. We believe that this accreditation will open new avenues for collaboration, exchange of knowledge, and academic partnerships.

Thank you for your continued support and encouragement. We look forward to strengthening our relationship and working together towards excellence in higher education.

Warm regards,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Institution's Contact Information]