

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for UGC Recognition

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the recognition of [Your Institution's Name] by the University Grants Commission (UGC). Established in [Year of Establishment], our institution has been dedicated to providing high-quality education and fostering research in [Field/Subject Area].

[Briefly describe the accomplishments of your institution, including notable programs, faculty qualifications, research contributions, and any previous accreditations or recognitions.]

We believe that UGC recognition will enhance our credibility and improve the opportunities available to our students and faculty. We have attached the necessary documents, including [list of documents, e.g., curriculum details, faculty profiles, accreditation certificates], to support this request.

We kindly request your consideration of our application and would appreciate any guidance on the process involved in obtaining UGC recognition.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Contact Information]

[Your Email Address]