

[Your Name]  
[Your Job Title]  
[Your Institution/Organization Name]  
[Your Institution/Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[University Grants Commission (UGC)]  
[UGC Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Approval of [Project/Program Title]

I hope this letter finds you well. I am writing to formally request approval for [briefly describe the project/program], which is scheduled to commence on [start date] and conclude on [end date].

[Provide a brief background about the institution and the purpose of the project/program, including its objectives and significance.]

We believe that this initiative aligns with UGC's objectives of promoting [mention relevant objectives or initiatives by UGC]. Therefore, we kindly seek your approval to move forward with this project.

Enclosed with this letter are the necessary documents, including [list any attached documents such as project proposals, budgets, timelines, etc.]. We are committed to ensuring compliance with UGC's guidelines and standards throughout the implementation of this project.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Institution/Organization Name]  
[Your Signature (if sending a hard copy)]