

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

The Secretary
University Grants Commission
[UGC Address]
[City, State, Zip Code]

Subject: Request for Approval of Research Project

Dear [Secretary's Name],

I am writing to seek your esteemed approval for my research project titled "[Project Title]." This project aims to [briefly describe the objectives and significance of the project].

The research will be conducted over [duration] and will employ [methodology/approach]. I believe that the findings of this project will contribute significantly to [relevant field or discipline].

Attached, please find the detailed project proposal, including objectives, methodology, and expected outcomes.

I kindly request your approval to proceed with this research project. I am looking forward to your positive response.

Thank you for your consideration.

Sincerely,

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