

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Approval for Utilization of UGC Funded Resources for Academic Purposes

Dear [Recipient's Name],

We are pleased to inform you that [Your Institution's Name] has obtained approval from the University Grants Commission (UGC) for the utilization of the following resources for academic purposes:

1. [Resource/Program Name]

2. [Resource/Program Name]

3. [Resource/Program Name]

This approval allows us to [brief description of intent and significance].

We appreciate your support and collaboration in enhancing our academic offerings. Should you require additional information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Contact Information]