[Your Name]
[Your Position]
[Your Institution]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: UGC Approval for [Research Project Title]
I am writing to formally inform you that the University Grants Commission (UGC) has approved the research project titled "[Research Project Title]" submitted by [Researcher's Name/Team Name].
The project aims to [brief description of the research objectives and significance]. With the UGC approval, you are authorized to proceed with the project as per the proposed timeline and budget outlined in your application.
Please ensure adherence to all ethical guidelines and reporting requirements as stipulated by the UGC. We look forward to the outcomes of your research and appreciate your contribution to [relevant field or subject].
Best regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Institution]