

Annexure-A

Recommendation letter format

(This letter must be on Particular Company/Institution letter head)

Ref:

Date:

To,
Director
Graduate School of Pharmacy,
Gujarat Technological University,
Gandhinagar -382028

Subject: To utilize Sophisticated Analytical Instrument Facilities (SAIF):
Instrument Name : _____

Dear Sir,

This is to bring to your kind information that one of our (Designation) of (Company/ Institution Name), (Name of Indentor), needs to carry out (Name of the facility) study in (Project Title). Therefore, kindly allow his/her to use the (Name of the facility) study in your department. (Any other information).

We would be happy to pay the prescribed charges for the same.

Thanking you for the consideration,

Sincerely yours,

Signature of Head of Department/
Principal investigator
(With Stamp)
