

Recommendation letter format

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

Ref.

Date:

To,
Professor and Head,
School of Applied Sciences and Technology,
Gujarat Technological University,
Ahmedabad-382424

Subject: _____

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 him/her to use the (Name of the facility) study in your department. We would be happy to pay the prescribed charges for the same.

Thanking you for the consideration,

Sincerely your's

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