Annexure-A

Recommendation letter format

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

Ref: Date:

To,
Dr. Mihir Raval
Head,
Department of Pharmaceutical Sciences,
Saurashtra University,
Rajkot-360005,
Gujarat, INDIA.

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 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 your's

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