To,

**Dean (R&D)**

University of Petroleum and Energy Studies

*Ref:* ***SEED <YEAR>*** *Support Sanction letter number <SEED Project ID> Dated <Date on the sanction letter>*

*Sub: Request a sum of INR < > for Purchase of material/ equipment*

**Dear Prof. Avasthi**,

This is regarding SEED supported project title “\_\_\_\_\_\_\_\_\_\_\_\_\_” for which we would like to purchase the following items.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Name of material/ Equipment** | **Purpose \*** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** |  |

\* For equipment provide Model and Make, along with contact details of vendor(s)

Requesting your approval.

Regards

(Name of the PI)

Designation

Department

|  |
| --- |
| **Dr. D. K. Avasthi**  **Dean- R&D** |
|  |

* Internal SEED Fund Order.

**Note:** Kindly Submit this letter to Mr. Anurag Barmola, R&D – 9th Block , room no : 9007.