

Laboratory Animal Unit

Approval Letter

Name of Principal Investigator (PI)
Department Name

Dear Professor/Dr. @,

Animal Holding Accommodation for CULATR No. @ Project

1. With reference to your application for animal holding space in the Area @, I am pleased to inform you that the following allocation has been made:
2. With reference to your application for extension of animal holding period in the Area @, I am pleased to inform you that the following allocations have been made:
3. With reference to your application for increase in animal holding space in our Unit, I am pleased to inform you that the following allocation has been made:

Holding period: (A) From Commencement date (dd/mm/yyyy) to
Completion date (dd/mm/yyyy)
(B) From Commencement date (dd/mm/yyyy) to
Completion date (dd/mm/yyyy)

Room no.: (A) Room @, Area @
(B) Room @, Area @

Animal Species/Strain: (A) @
(B) @

Holding Space: (A) Quantity@Type of Cages@cages in Room @
(B) Quantity@Type of Cages@cages in Room @

Remarks: (A) @
(B) @

Please feel free to contact us if we can be of further assistance.

Yours sincerely,

K.S. Lo
Head

cc: Co-Workers/Research Students/Technical Staff, User Department
Concerned Staff, LAU