

Draft endorsement letter

Letter Head of the University/ Institution etc.

The University/ Institute is pleased to nominate Mr./Ms. _____ (Name and Designation) for attending 4-week training programme on “Enrichment of Administrative Skills/ Methods” being organised by Directorate of Quality Assurance, Shri Mata Vaishno Devi University during 27th June - 24th July 2022 as a sponsored/ non sponsored (anyone) candidate.

Signature of Head of the Institution