

**(Covering letter format for sending the application form by the Institution)**

Sir,

This is to inform that the student ----- is pursuing ----- course in this institution. This is a ----- year course. He / She is a ----- year student. He / She has joined in this course during the year ----- . He / She is a native of Tamil Nadu. Her / His application for scholarship is recommended for sanction under the BC, MBC Scholarship Scheme of Government of Tamil Nadu.

Encl: Application form with enclosures.

Principal Signature with seal

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(Note: The above letter should be sent in the letter pad of the Institution).

  
For Commissioner of Backward Classes Welfare

  
14.11.22