

Letter Head of the Organization

Date:

**To,
Shri P.K.Jajoria
Director,
Ministry of Social Justice and Empowerment,
6th Floor, Shastri Bawan,
Government of India,
New Delhi**

Dear Sir,

We are thankful to your Ministry for supporting our Drug de-addiction Centre at

This letter is to request you to **kindly approve our drug de-addiction project for the year 200 - 0** .

We are enclosing a proper application form along with the following:

- Registration Certificate
- Memorandum of Association and By-laws with the clause of working for Drug de-addiction
- Board of Management with date of election and the validity
- Annual Report of the organization
- Annual Report of the Project
- Unaudited statement of account for the year 200 -0
- Budget estimate for the year 200 -0
- List of staff during the year 200 -0
- Rent Agreement with the provision of using the rented property project clause
- Progress Report for the year 200 -0

We sincerely hope that you would help us in this regard and continue to encourage and support our activities for drug abuse prevention.

Looking forward for your positive response.

With warm regards,

Yours sincerely,

Name of the Secretary / President