

On Letter head of institute/Organization with  
College/Industry/laboratory name with Logo

**Date:**

**To,  
The Principal  
Annasaheb Dange College of B Pharmacy,  
Ashta, Tal. Walwa,  
Dist. Sangli, Maharashtra  
416301**

Subject: Analysis of drug/ Formulation sample for Particle size/ Zeta Potential/ FTIR/ HPLC  
others.....regarding

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**Respected Sir,**

With reference to the above cited subject, the following students/Research scholar of our college/Organization/Industry/Research laboratory studying and doing research work; would like to analyze their sample for Particle size/ Zeta Potential/ FTIR/HPLC/others.

The details are as below:

<b>Sr. No.</b>	<b>Name of student/ Industry/Lab</b>	<b>Type of Analysis</b>	<b>No. of Samples</b>
1.			
2.			
3.			
4.			
5.			

So, requesting you to extend your kind co-operation for the same.

Thanking you.

Seal of Organization

Sign of Guide/HOD/Principal/Director/Manager

Remarks: