

SAMPLE WILLINGNESS LETTER FORMAT

University/Institution/College/Department/Ministry Letter Head

Ref. No:

Date:

**To,
The Director
IIRS, ISRO, Dehradun**

Sub: Willingness for participating in IIRS Outreach Programmes-reg.

Dear Sir,

Brief information about your University Institution/College/Department/Ministry

Contact Details of the focal person/ coordinator from your organisation:

Name:

Designation:

Department:

Postal Address:

Email: (mandatory)

Mobile Number: (mandatory)

(Signature of Authority)