

(Format for Covering letter for sending the application form by the Institution)

From

To

(Institution)

1)Backward Classes student application

Commissioner of Backward
Classes Welfare,
Ezhilagam Annex Building,
2nd floor, Chepauk, Chennai
Tamil Nadu PIN 600005
Phone: 044-29515942,
9445477808
E-mail :
tngovtiitscholarship@gmail.com

2)Most Backward Classes student application

Commissioner of Most Backward
Classes/Denotified
Communities Welfare,
Ezhilagam Annex Building,
2nd floor, Chepauk, Chennai.
Tamil Nadu PIN 600005
Phone: 9445477817
E-mail
:mbcdnciitscholarship@gmail.com

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/DNC Scholarship Scheme of Government of Tamil Nadu.

Encl: Application form with enclosures.

Principal Signature with seal

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