SAMPLE AUTHORIZATION LETTER FOR REIMBURSING COSTS CLAIMED BY TA FORM RELATED TO ISHAN VIKAS

(THIS LETTER MUST BE PRINTED ON OFFICIAL LETTERHEAD)

To,

The Coordinator,

Ishan Vikas

IIT Guwahati

Dear Sir,

I hereby declare that the following (NUMBER) students and teachers participated from (SCHOOL NAME) in the Ishan Vikas programme held at (NAME OF HOST):

1.

2.

…

We would like you to reimburse the admissible costs incurred by our institution provided in the TA form to the bank account mentioned below:

1. Account name:
2. Account Number:
3. IFSC Code:
4. Bank name:
5. Branch

With regards,

Sign with Seal.

(NAME OF THE PRINCIPAL)