Below is the format of the cover letter for grants from a Company to Shivyog Sadhna Charitable Trust

**Letter Head of the Company**

Date

To

Shivyog Sadhna Charitable Trust

Shivyogashram Padali, Wada road, Rajgurunagar,

Pune Maharashtra 510505

Dear Sir,

Please find enclosed herewith Cheque No: \_\_\_\_\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_drawn on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) in favour Shivyog Sadhna Charitable Trust

as a contribution towards the running of the Shivyog Centre.

We hereby confirm that our Company is an Indian Company and majority of the shares are held by Indian Citizens.

*(OR)*

We confirm that our company is a foreign company or is a subsidiary of a foreign company.

*(OR)*

The Company is an Indian Company where more than 51% shares are held by Foreign Citizens or Entities but the nominal capital of the company is within the limits specified for Foreign Investment under the Foreign Exchange Management Act, 1999.

Kindly issue your official receipt along with IT Certificate under Section 80G.

Our PAN No is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking you.

Yours faithfully,

For Company Name

Authorized Signatory