

[Your Name]  
[Your Position]  
Ajanta Company  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Briefly introduce the purpose of the letter.]  
[Second paragraph: Provide detailed information or context related to the purpose.]  
[Third paragraph: State the desired outcome or action you would like from the recipient.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Position]  
Ajanta Company