

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The District Collector

[District Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for [Purpose, e.g., Leave, Grant, etc.]

Dear Sir/Madam,

I am writing to formally apply for [state the purpose of the application, e.g., leave of absence, grant for a project, etc.].

[In the following paragraphs, provide details about your request. Include any relevant information such as dates, reasons, and supporting information].

I kindly request your consideration of my application and look forward to your favorable response.

Thank you for your time and attention.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]