

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

The District Collector  
[Collector's Office Address]  
[City, State, Zip Code]

Dear [District Collector's Name],

Subject: Inquiry Regarding [Brief Subject of Inquiry]

I hope this letter finds you well. I am writing to inquire about  
[specific issue or matter you are inquiring about].

[Provide a brief background or context regarding the inquiry. Include any  
relevant details that support your request.]

I would appreciate any information or guidance you could provide  
regarding this matter. If a meeting is possible, I would be glad to  
discuss this further at your convenience.

Thank you for your attention to this matter. I look forward to your  
prompt response.

Sincerely,  
[Your Name]