

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

The District Collector

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

Subject: Notification Regarding [Purpose of Notification]

Dear [Collector's Name or "Sir/Madam"],

I am writing to inform you about [briefly state the purpose of the notification].

[Provide details of the notification, including relevant dates, locations, and any specific information the District Collector should be aware of.]

We believe that your attention to this matter is essential for [explain the importance of the notification and any action you wish the collector to take].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position or Title, if applicable]