

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

The District Collector

[District Office Address]  
[City, State, ZIP Code]

Subject: Petition for [Brief Description of the Purpose]

Dear Sir/Madam,

I, [Your Name], a resident of [Your Locality/Area], would like to bring to your attention the following issue concerning [specific issue or request].

[Provide a detailed explanation of the issue, including any relevant facts, figures, and the impact it has on the community or you personally.]

Given the circumstances, I kindly request your urgent attention and support to address this issue. [Mention any specific actions you would like the District Collector to take].

Thank you for considering this petition. I am looking forward to your positive response and support in this regard.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Enclosures (if any)]