

[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: Request for [Purpose of Request]

Dear [District Collector's Name],

I hope this letter finds you in good health and spirits. I am writing to formally request [briefly explain the purpose of your request, e.g., assistance, information, action, etc.].

[Provide a detailed explanation of your request, including any relevant background information or context that supports your case. Be concise and clear.]

I request your esteemed office to consider my application for [specific request] and provide the necessary support. [Mention any documents or evidence that you are attaching, if necessary.]

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]