

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

Bharat [Last Name]
[Recipient's Address]
[City, State, Zip Code]

Dear Bharat,

[Opening paragraph: State the purpose of your letter in a clear and concise manner.]

[Body paragraphs: Provide detailed information or context regarding the purpose stated in the opening paragraph. You may include additional points or requests here.]

[Closing paragraph: Summarize your main points or express appreciation or anticipation for a response.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]