

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Inquiry Regarding [Specific Matter]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inquire about [specific matter or issue related to your role as an IAS officer].

As an IAS officer, it is imperative for me to gather accurate and timely information regarding [provide a brief description of the issue or query]. Your insights and assistance would be invaluable in addressing this matter effectively.

Please let me know the best time for us to discuss this further, or if you could provide any relevant documents or data in response to my inquiry. I appreciate your attention to this matter and look forward to your prompt reply.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation/Position]
[Your Department/Organization]