

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

To,

The Officer In Charge,
Jharkhand Police,
[Police Station/Department Name]
[Address]

[City, State, Zip Code]

Subject: Application for [State the purpose, e.g., Job Application,
Complaint, etc.]

Dear Sir/Madam,

I am writing to formally request [state your request clearly and
concisely]. I am a resident of [Your Location] and my details are as
follows:

- Name: [Your Full Name]
- Age: [Your Age]
- Occupation: [Your Occupation]
- [Any other relevant personal information]

[Provide a brief explanation of the situation or purpose of your
application. Include any relevant details that can assist in processing
your request.]

I kindly request that you [state your formal request, e.g., consider my
application, investigate my complaint, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]