

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

To,

The [Designation]
[Department Name]
[Government of Jharkhand]
[Department Address]
[City, State, Zip Code]

Subject: Application for [Purpose of Application]

Dear [Designation/Name],

I am writing to formally apply for [state the purpose: e.g., a job position, funding, etc.] in the [Department Name] of the Jharkhand Government. I am [briefly introduce yourself and your qualifications or experience relevant to the application].

[Paragraph detailing your motivation for applying and how your skills/experience align with the requirements.]

[Paragraph highlighting any additional achievements, contributions, or reasons why you are a suitable candidate.]

I have attached [list any documents you are including, e.g., resume, certificates] for your reference.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]