

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

To,

[Recipient's Name]
[Recipient's Designation]
[Department/Office Name]
Government of Jharkhand
[Office Address]
[City, State, ZIP Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name],

I hope this letter finds you in good health and spirits.

I am writing to [state the purpose of your letter clearly and concisely].
[Provide necessary details, background information, and any relevant data
to support your request or statement].

I kindly request you to [state the specific action you want from the
recipient or the response you are seeking].

Thank you for your time and consideration. I look forward to your prompt
response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]