

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Official's Name]
[Official's Designation]
[Department Name]
[Government of Jharkhand]
[Official Address]
[City, State, Zip Code]
Dear [Official's Name / Appropriate Title],
[Salutation and introduction]
[Body of the letter - State your purpose clearly and respectfully]
[Concluding remarks]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position / Title (if applicable)]