

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

To,

The [Designated Officer's Name]

[Department Name]

Government of Jharkhand

[Department Address]

[City, State, ZIP Code]

Subject: [Subject of the Correspondence]

Dear [Designated Officer's Name],

I hope this letter finds you well.

[Brief introduction about yourself and the purpose of your correspondence. Provide necessary details clearly and concisely.]

[Elaborate on the matter, providing any relevant information, references, and context. Ensure clarity and maintain a professional tone.]

[Request for action or response, if applicable. Make it clear what you are seeking from the department.]

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]