

[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: Inquiry About [Specific Information Required]

Dear [Recipient's Name/Designation],

I hope this letter finds you well. I am writing to inquire about [specific information you are seeking] as part of my interest in [reason for inquiry, e.g., research, personal interest, community project, etc.].

I would appreciate your assistance in providing the following details:

1. [Detail/Question 1]
2. [Detail/Question 2]
3. [Detail/Question 3]

Your timely response would be greatly appreciated, as it will greatly assist in [explain how this information will be used].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]