

[Your Government Department Name]

[Your Address]

[City, State, Zip Code]

[Date]

To,

[Recipient's Name]

[Recipient's Address]

Jhansi, [State, Zip Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name],

[Body of the letter - introduce the purpose, provide necessary details,
and conclude with any required actions or information.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Department]

[Contact Information]