

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Enquiry Regarding [Specific Topic/Service]

I hope this letter finds you well. I am writing to inquire about
[specific information or service you are seeking] in Jharkhand.

[Provide a brief description of your interest or need, and any relevant
details that may help the recipient understand your enquiry.]

I would appreciate it if you could provide me with the necessary
information, including [list any specific questions or details you need].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]