

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

The Officer In Charge
Jharkhand Police

[Police Station/Office Name]
[Station Address]
[City, State, ZIP Code]

Subject: Follow-Up on [Subject of Previous Correspondence or Case Reference]

Dear [Officer's Name/Title],

I hope this letter finds you well. I am writing to follow up on my previous communication dated [insert previous date], regarding [briefly state the subject or case details].

Since my last correspondence, I have not received any updates, and I would like to know the current status of the matter. Your assistance in this regard is greatly appreciated as it is of significant importance to me.

If you require any further information from my side, please do not hesitate to reach out. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]