

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

The Officer In-Charge  
Jharkhand Police

[Police Station Name]  
[Police Station Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding [Brief Subject of Inquiry]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally inquire about [specific details regarding your inquiry, e.g., the status of a police report, information on a recent incident, etc.].

[Provide a brief explanation of your situation or the details of your inquiry. Include any relevant dates, names, incident numbers, or other pertinent information that may assist in addressing your query.]

I would appreciate any information or guidance you can provide regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]