

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

The Honorable Chief Minister
Government of Jharkhand
[Office Address]
Ranchi, Jharkhand
[Postal Code]

Subject: Formal Request for [Specify the Purpose]

Dear Honorable Chief Minister [Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request your esteemed office to consider [briefly state the purpose of your request, e.g., funding for a community project, addressing a specific issue, etc.].

As a resident of [Your City/Area], I have observed [provide a brief background or context related to your request]. This situation has prompted me to reach out to your office, as I believe that [explain why this request is important and its potential benefits].

I kindly request your intervention/support in [outline what specific action you are requesting from the government]. I am confident that your attention to this matter will lead to positive outcomes for our community.

Thank you for considering my request. I look forward to your favorable response.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title, if applicable]
[Organization Name, if applicable]