

[Government of Jharkhand]

[Department Name]

[Address]

[City, State, ZIP Code]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization/Department]

[Address]

[City, State, ZIP Code]

Subject: [Subject of the Letter]

Dear [Recipient Name],

I hope this letter finds you in good health and spirits.

[Body of the letter: Provide details about the purpose of the correspondence, including any relevant information, requests, or instructions. Be clear and concise.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]