

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

The Secretary
[Department Name]
Government of Jharkhand
[Department Address]
[City, State, Zip Code]
Subject: Notification Letter
Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you about [briefly state the purpose of the notification, e.g., an upcoming event, request for assistance, etc.].

Details of the notification are as follows:

- ****Event/Issue****: [Provide a brief description of the event or issue]
- ****Date and Time****: [Specify the date and time of the event or deadline]
- ****Location****: [Mention the location if applicable]
- ****Contact Information****: [Include how they can reach you for any questions or follow-up]

We appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]