

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

[Recipient Name]
[Designation]
[Department Name]

Government of Jharkhand

[Department Address]
[City, State, Zip Code]

Subject: Request for Approval

Dear [Recipient Name],

I hope this letter finds you in good health. I am writing to seek your esteemed approval for [briefly state the purpose of the request, e.g., a project, initiative, etc.].

[Provide a detailed explanation of the request, including the significance, objectives, and any relevant information that supports your case. Mention any previous discussions or meetings related to this request.]

I believe that with your support, we can achieve [state the anticipated outcomes or benefits of the approval].

I kindly request you to review this proposal and provide your approval at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]