

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

The [Title/Designation]
[Department Name]
Government of Jharkhand
[Office Address]
[City, State, ZIP Code]

Subject: Inquiry Regarding [Specific Inquiry Topic]

Dear [Title and Last Name of the Recipient],

I hope this letter finds you in good health.

I am writing to inquire about [provide a brief overview of the issue or inquiry], which has come to my attention regarding [specific details or context].

[Provide detailed context or background related to your inquiry, including any relevant information or previous communication.]

I kindly request your assistance in addressing this matter and would appreciate any information or guidance you could provide.

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

Sincerely,

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