

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

To,

The [Name of the Department]

Government of Jharkhand

[Department Address]

[City, State, ZIP Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

I hope this letter finds you in good health. I am writing to [state the purpose of the letter, e.g., request information, seek assistance, etc.].

[Provide details regarding your request, including any necessary background information or context.]

I kindly request your attention to this matter and hope for a favorable response at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Your Organization, if applicable]