

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

Jyoti [Last Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear Jyoti,

[Opening paragraph: Introduce the purpose of your letter.]

[Main body: Provide details and necessary information related to the purpose of your letter.]

[Closing paragraph: Summarize your points and state any call to action or future steps.]

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

Sincerely,

[Your Name]