

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

Jyoti [Last Name]
[Her Address]
[City, State, Zip Code]

Dear Jyoti,

Subject: [Subject of the Request]

I hope this letter finds you well. I am writing to formally request
[specific request or assistance you need]. [Provide brief details or
context regarding the request].

I appreciate your consideration and support regarding this matter. Please
let me know if you need any further information or if we can discuss this
further at your convenience.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]