

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

To,

The [Designation]
Kalyan Dombivli Municipal Corporation (KDMC)

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

Subject: Application for [Purpose of Application]

Dear [Designation/Name],

I am writing to formally apply for [specific request or application purpose].

[Briefly explain your situation, background, and reasons for your application. Include any relevant details that support your request.]

I kindly request you to consider my application and provide the necessary assistance.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]