

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

To,

The [Designated Officer's Name]  
Kalyan-Dombivli Municipal Corporation  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Confirmation

Dear [Designated Officer's Name],

I am writing to request confirmation regarding [specific matter/details related to your request].

[Provide additional details or context here, if necessary.]

I would appreciate your prompt response to this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]