

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

[Recipient's Name]
[Position/Title]

Kalyan Dombivli Municipal Corporation (KDMC)

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

Subject: Inquiry Regarding [Subject of Inquiry]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about
[specific information or matter you are inquiring about].

[Provide a brief explanation of the inquiry and any relevant details.]

I would appreciate your assistance in providing the necessary information
regarding this matter. If additional documentation is required, please
let me know.

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

Sincerely,

[Your Name]

[Your Designation, if applicable]