

[Your Name]
[Your Position]
[Department Name]
NTPC Limited
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Subject: [Subject of the Letter]
Dear [Recipient's Name],
I hope this letter finds you well.
[Body of the letter: Introduce the purpose of the letter, provide
details, and include any necessary information.]
Thank you for your attention to this matter. Please feel free to reach
out if you require any further information.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
NTPC Limited