

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

To

The [Concerned Authority/Officer's Name]
[Department Name]
[Organization Name/Company Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Request for Ujjwala Assistance

Dear [Concerned Authority/Officer's Name],

I hope this letter finds you in good health. I am writing to request assistance under the Ujjwala Scheme for a [briefly describe your situation or need for assistance, e.g., a new LPG connection].

I am a resident of [your locality or village name], and due to [mention reason, e.g., financial constraints, lack of a proper cooking fuel source], I am unable to afford the initial costs associated with getting an LPG connection.

I kindly request your support in processing my application for the Ujjwala Scheme to enable me to access clean cooking fuel and improve my family's living conditions. Attached with this letter are the necessary documents for your reference.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List of documents]