

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
prti,
[Recipient's Name]
[Designation]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]
bissy': WBCS er jny aabednptr
shrddhey' [Recipient's Name],
aami [Your Name], [Your Qualification] er chaatr/chaatrii / aami WBCS
priikssaay' aNshgrhnnner jny aabedn krte caai / aamaar aabednptrer sngge
pry'ojniiy' nthiptr sNyukt kraa hlo /
aamaar aabedn grhnnner jny anurodh jaanaacchi /
dhnybaad /
bishessbhaabe,
[Your Signature (if submitting by mail)]
[Your Name]
sNyukt: [List of documents]