

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
bissy': WBCS bijnypti smprke
jnaab/jnaabaa [Recipient's Last Name],
aami [aapnaar naam] / aami [aapnaar uddeshy baa bissy'e sNkssepe ullekh
krun] / aami WBCS [bishess sNkhyaar naam]/[bijnyptir nirdisstt bissy']
smprke kichu tthy/bistaarit jaante caai /
[ekhaane aapnaar aar kono tthy baa prshn yukt krun]
aapnaar amuuly smy' ebN shaay'taar jny dhnybaad /
biniit,
[aapnaar naam]
[aapnaar saaineaar (ydi kaagje paatthaano hy')]