

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department Name]
[Organization/Office Name]
[Office Address]
[City, State, ZIP Code]
bissy': [Subject of the letter in Bengali]
maanniiy' [Recipient's Title/Name],
[Body of the letter in Bengali. Include details, requests, or information
as needed.]
aapnaar sucintit prtikriy'aar apekssaay' rilaam /
shrddhaash,
[Your Name]
[Your Position, if applicable]
[Your Contact Information]