

****WBCS Bengali Letter Template****
****Address of the Sender****
[Your Name]
[Your Address]
[City, State, PIN Code]
[Date]
****Receiver's Address****
[Receiver's Name]
[Receiver's Title/Position]
[Receiver's Address]
[City, State, PIN Code]
****Subject:**** [Brief Subject of the Letter]
****Salutation:****
[Dear/Respected (Receiver's Title/Name)],
****Body of the Letter:****
1. ****Introduction:****
- Begin with the purpose of the letter.

2. ****Main Content:****
- Elaborate on the subject matter.
- Provide necessary details and explanations.
- Include any relevant information or requests.

3. ****Conclusion:****
- Summarize the main points.
- State any action you expect or the next steps.
****Closing:****
[Thanking you, / Yours sincerely, / With regards,]
[Your Name]
[Your Contact Information] (if necessary)