

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department Name]
[Organization Name]
[Organization Address]
priy' [Recipient's Name],
bissy': [Subject of the letter]
aami [Your Name], [Your designation/position if applicable], [Your
institution if applicable]. [Brief introduction about the matter you are
addressing].
[Paragraph 1: Provide detailed information regarding your request or the
issue at hand.]
[Paragraph 2: Provide additional context or ask specific questions, if
any.]
aami aashaa kri aapni aamaar anurodh bibecnaa krben /
aapnaar sneh o shyogitaar jny dhnybaad /
biniit,
[Your Name]
[Your Contact Number]