

[Your Organization's Letterhead]

[Date]

To,

The Director,

[Name of the Department/Authority]

[Address]

[City, State, Zip Code]

Subject: Request for Gazette Notification Regarding Aadhaar

Dear [Recipient's Name],

We, [Your Organization's Name], hereby submit a request for the issuance of a Gazette Notification concerning Aadhaar.

1. ****Details of the Aadhaar:****

- Aadhaar Number: [Your Aadhaar Number]
- Name as per Aadhaar: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]

2. ****Purpose of Request:****

[Briefly describe the purpose, e.g., correction, updating information, etc.]

3. ****Supporting Documents Attached:****

- [Document 1: Description]
- [Document 2: Description]
- [Document 3: Description]

We request you to kindly process our application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Your Contact Information]

[Your Organization's Name]