[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
The [Designated Authority/Department Name]
[Office Address]
[City, State, ZIP Code]
Subject: Application for [Aadhaar Related Service]
Dear [Recipient's Name/Designation],
I am writing to formally request [briefly describe the purpose, e.g., the issuance of a new Aadhaar card, updating information, etc.].
Applicant Details:
- Name: [Your Full Name]
- Aadhaar Number: [Your Aadhaar Number, if applicable]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address as per Aadhaar]
- Phone Number: [Your Contact Number]
- Email ID: [Your Email Address]
Details of Request:
- [Clearly describe the specifics of your request, including any relevant details and reasons for the application.]
Enclosures:
- [List any documents you are enclosing, such as ID proof, address proof, etc.]
I kindly request your prompt assistance in this matter and look forward to your response.
Thank you for your attention.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]