

[aapkaa naam]  
[aapkaa ptaa]  
[shhr, raajy, pinkodd]  
[taariikh]  
[praaptkrtaa kaa naam]  
[praaptkrtaa kaa ptaa]  
[shhr, raajy, pinkodd]  
vissy: shikaayt ptr  
maanyvr/maanyvraaN,  
maiN [yhaaN apnaa naam ddaaleN] [yhaaN shikaayt kaa vissy ddaaleN] ke  
sNbNdh meN likh rhaa huuN / [yhaaN smsyaa kaa sNkssipt vivrnn deN] /  
[yhaaN smsyaa kii vistaar se vyaakhya kreN aur ydi sNbhv ho, to sNbNdhit  
dstaavejoN kaa ullekh kreN] /  
maiN aapse anurodh krtaa huuN ki kRpyaa maiN is smsyaa kaa smaadhaan kreN  
/ mujhe aapkii tvrit prtikriyaa kii aavshyktaa hai /  
dhnyvaad /  
bhvdiiy,  
[aapkaa naam]  
[aapkaa sNprk nNbr]  
[aapkaa ii-mel ptaa]