

APPLICATION FORMAT TO THE PANCHAYAT PRADHAN

To

The Panchayat Pradhan

Date:/...../.....

[Name of the Panchayat Pradhan]

[Name of the village, district]

Sub: [Application for]

Sir,

On the behalf of resident of **[Name of the village]**, I have the honor to inform you that I am **[Name of the applicant]**. I live at **[Name of the village]** under **[Name of the Gram Panchayate]**. The inhabitants of this village are suffering from **[Name of the problem]**.

[Write something about the topic]

Therefore, I earnestly request you to take proper steps for **[Name of the topic]** as early as possible. People will always remain grateful to you, if **[Name of the topic]** is solved.

Yours faithfully

Name of the applicant

On the behalf of the villagers of **[Name of the village]**

To
The PanchayatPradhan
Jadupur II Gram Panchayat
Raipur, Malda

Date: 08/08/2020

Sub: **[Application for sinking a tube-well.]**

Sir,

On the behalf of residence of **[Raipur]**, I have the honor to inform you that I am **[Prakash Saha]**. I live at **[Raipur]** under **[Jadupur II Gram Panchayat]**. The in habitants of this village are suffering from **[the problem of drinking water]**.

People of this area have to walk twelve minutes to bring water at the end of the village. Sometimes they wait there for a long time because most of the people of the village depend on that tube-well. During summer they are compelled to bring water from a pond and well. The water of those pond and well is not drinkable. They often fight each other for drinking water. The scarcity of potable water is creating many problems to the common people day by day.

Therefore, I earnestly request you to take proper steps for **[sinking a tube-well]** as early as possible. People will always remain grateful to you, if **[the problem of drinking water]** is solved.

Yours faithfully

Name of the applicant

On the behalf of the villagers of Raipur

Prakash Saha

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