



Government of Assam
[Department Name]
[Department Address]

Dated:

To,
The State Informatics Officer,
NIC, Assam State Centre, Guwahati, Government of India
First Floor, Composite Building, Near Last Gate of Assam Secretariat
Dispur, Guwahati -781006

Subject: [Request for (Mobile App/Bharat Map/AI) Service]

Sir/Madam,

[Opening paragraph: With reference to the subject cited above, I would like to request the (Mobile App/Bharat Map/AI) service for the (Department Name) department, located at (Department Address). Your prompt attention to this matter is highly appreciated.]

[Additional paragraphs]

Yours faithfully,

[Your Signature]

[Your Name]

[Note: Please issue the request letter using the official format (office letter head) of your respective department.]