

To,

The Officer In-Charge

Digital Services Department

Arnia, Jammu & Kashmir – 181133

Subject: Request for assistance regarding online services and information.

Respected Sir/Madam,

I hope this letter finds you in good health.

My name is Raj Kumar, and I am a resident of Arnia, Jammu & Kashmir. I am writing this letter to request your assistance regarding online services and related information.

I recently visited your office/website to obtain information about digital services such as online applications, form submissions, and official updates. However, I require proper guidance to complete the process smoothly.

I kindly request you to please provide me with the necessary details and support at the earliest. I am attaching all required documents for your reference.

I shall be highly thankful to you for your kind cooperation and prompt response.

Thanking you.

Yours sincerely,

Raj Kumar

Mobile No.: 705xxxxxxxxx

Email: rajkumarxxxxxxxxxxxxxxxx

Address: Arnia, Jammu & Kashmir – 181133

Date: 10 February 2026