

Republic of Exampleland

Ministry of Public Affairs

Reference Number: 2024-GOV-0157

Date: June 20, 2024

To:

Mr. John Doe
Director, Community Development Agency
123 Government Avenue
Capital City, Exampleland

Subject: Request for Annual Development Report

Dear Mr. Doe,

This is to formally request the submission of the Annual Development Report for the fiscal year 2023-2024. The report is critical for the Ministry's annual review and planning for the upcoming year.

Kindly submit the required document no later than July 10, 2024. Should you have any questions, please contact our office at (555) 123-4567.

Thank you for your cooperation.

Sincerely,

Jane Smith
Minister of Public Affairs
Ministry of Public Affairs

Recipient's Acknowledgement:

Submit