

## Complaint Letter to Police Station for Loss of Documents or Certificate

From:

Rakesh Gupta

52A, Gandhi Nagar

New Delhi

Date: 12.02.19

To,

The SP

Gandhi Nagar Police Station

New Delhi

Sub: Regarding Loss of Documents

Dear Sir,

I am writing this letter to inform you that on 18.02.19 my bag has been stolen outside Gandhi Nagar metrostation when two men on a motorbike came and snatched it away. Because they pushed me badly, I lost my control and could not even notice the number on the bike and before I could chase them, they had vanished from the scene. The bag contained some important official documents along with some cash. Assuming that it has been stolen from there,

It is a humble request to you to please take a quick action in this matter as those documents were very important. I will be very thankful if you could please find these documents. I have also filed the complaint against the same.

Thanking in anticipation.

Sincerely,

Rakesh Gupta

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# Professional Cover Letter

✉ your.name@gmail.com

☎ (123) 456-7890

📍 142 Your Address Blvd, City Name, CA 12345

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Hiring Manager's Name  
341 Company Address  
Palo Alto, California 94301  
(555) 239-5678  
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

I'm writing to apply for the Restaurant Manager opening at MOD Sequel. I have more than five years of experience managing restaurants and bars, and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as a Restaurant Manager for Bar Louie, I proved to be an efficient, enthusiastic, and strong leader. My value quickly became apparent to Bar Louie's shareholders after I single-handedly trained and prepared the entire waitstaff for opening night and beyond. Not only did our team meet sales goals each month for the first year, but the down payment for the property was even paid back after the first six months operating.

MOD Sequel would benefit from my skills in the following areas:

- Eye for excellence and high level of standards
- Strong work ethic and leadership skills
- Positive attitude even under pressure

I believe MOD Sequel will be a great success for many years to come, and my extensive expertise will help ensure your establishment succeeds well into the future. My time spent in this industry has prepared me for such an opportunity, and I sincerely hope I can contribute soon as a member of your team.

It would be a privilege to discuss your Restaurant Manager position in more detail. I'm happy to come by whenever it's most convenient for you. Thank you for your time, and I'm looking forward to hearing from you.

Sincerely,

[Your Name]

## **Dr. SHEETAL J. PATIL**

Post Doctorate Fellow  
Microelectronics branch  
Department of Electrical Engineering  
Indian Institute of Technology Bombay,  
Powai, Mumbai, India  
Phone:- +91-22-2576 4405  
E-mail:- [sheetal@ee.iitb.ac.in](mailto:sheetal@ee.iitb.ac.in)

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### **AREAS OF INTEREST**

- Bio- MEMS and Nano technology
- Deep Sub-micron CMOS Technology
- High and Low-k Dielectrics and their Reliability
- Novel Semiconductor Device Structures
- Fabrication and characterization of Sensor materials



### **EDUCATION**

#### **Doctor of Philosophy (Ph.D.) in Electronic Science**

(Department of Electronics Science)

Specialization : **Thin films processing (Material Science)**  
Institute : **University of Pune**  
Awarded date : **July 2004**

#### **Master of Science (M. Sc.) in Electronic Science**

Major : **Electronic Science**  
Institute : **Department of Electronic Science,  
University of Pune, India**  
Post Graduation : **June 1998**

#### **Bachelor of Science (B.Sc.) in Electronic Science**

Major : **Electronic Science**  
Institute : **Modern College,  
University of Pune, India**  
Graduation : **June 1996**

## A LETTER TO THE EDITOR

### **What is a letter to the editor?**

A letter to the editor is a letter in which the reader expresses his or her opinion about a recent publication or about an issue of concern. You can probably think of many more specific reasons why you might want to write to the editor. Perhaps you are angry or shocked about something and want other readers to know it. Or you think that an issue is so important that you have to write about it. Maybe you want to suggest a new idea, persuade others to take action or educate the general public on a specific topic.

Letters to the editor are found in the first section of newspapers or in the editorial page.

### **What is the format?**

You must write your full name, address, daytime telephone number, an email address and the date at the top of the letter in the right hand corner.



## Sample Bank Reference Letter (Prepared on Bank Stationary)

Date

Milvia Castellano  
Spectrum Mortgage Group, Inc.  
3121 Commodore Plaza, Ste. 303  
Coconut Grove, FL 33133

RE: Customer's Name & Customer's Account Number

Dear Mrs. Castellano,

At the request of Mr/Mrs. (Customer's Name) we are pleased to inform you that he has been a most valued customer of our bank since (Date).

Mr/Mrs. (Customer's Name) presently maintains a total deposit relationship of \$ \_\_\_\_\_ and has had an average balance of \$ \_\_\_\_\_ for that last three months. He has conducted his affairs with us in a very satisfactory manner. At a personal level, we feel he is of good moral character. Therefore, that he would comply dutifully with any financial obligation incurred with your institution.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

Bankers Name  
Title of Banker