

Letter to the Gram Panchayat

READY-TO-USE CIVIC TEMPLATE

Use this template to raise a village-level civic issue or request an action or discussion by the Gram Panchayat.

Instructions: Replace all text in square brackets with your details. Remove any instructions or sections that do not apply. Keep the letter factual and attach only relevant supporting documents.

[Your Full Name / Residents' Group]

[Village Name]

[Gram Panchayat, Hobli, Taluk, District, State, PIN Code]

[Phone Number] | [Email Address]

[Date]

To,

The Panchayat Development Officer / Gram Panchayat Secretary

[Name of Gram Panchayat]

[Village, Taluk, District]

Subject: Request for action regarding [village issue]

Respected Sir/Madam,

I am a resident of [village/area] and wish to bring to the Gram Panchayat's attention [describe the issue or request] at [specific location].

The matter has resulted in [briefly explain the effect on residents]. It has been ongoing since [date/period]. The details of any earlier representation or discussion are [details, if applicable].

I request that the matter be reviewed and, where appropriate, included for discussion at the relevant Gram Panchayat meeting or referred to the responsible department. Kindly inform me of any further procedure or documents required.

Supporting details: [photographs, signatures, prior complaint number or other evidence].

Thank you for your attention.

Yours faithfully,

[Name]

[Signature, if printed]

[Contact Number]