

Application to the Tahsildar

READY-TO-USE CIVIC TEMPLATE

A general representation to the Tahsildar for a revenue or taluk-level matter. Confirm the correct office and prescribed application process for your specific request.

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]
[Residential Address]
[Village, Hobli, Taluk, District, State, PIN Code]
[Phone Number] | [Email Address]
[Date]

To,
The Tahsildar
[Taluk Name]
[District, State]

Subject: Request for assistance regarding [brief description of revenue/administrative matter]

Respected Sir/Madam,

I, [full name], residing at [address], wish to submit this representation regarding [describe the matter clearly, including relevant survey number, property details or application number where applicable].

The relevant facts are as follows: [provide dates, location, previous application details and a concise explanation]. I have previously approached [office/authority, if applicable] on [date], and the current status is [status/reference number].

I respectfully request that the matter be examined and that I be informed of the applicable procedure and any additional documents required. I am enclosing copies of the supporting records listed below.

Enclosures:

1. [Document]
2. [Document]
3. [Other supporting record]

I confirm that the information provided above is true to the best of my knowledge.

Yours faithfully,
[Signature]
[Your Full Name]
[Contact Number]