

Your name [Siddhartha](#)

Your physical address [kolkata](#)

Your phone number [9876564543](#)

Your email address [kolkata](#)

Date [2020-09-26](#)

Name of hiring manager or supervisor [Name](#)

Title of hiring manager or supervisor

Company name

Company physical address

By including a professional and detailed heading, you can make it easier for the hiring manager to follow up with you regarding the position.