Your name <u>Siddhartha</u>
Your physical address <u>kolkata</u>
Your phone number <u>6576489567</u>
Your email address <u>Kolkata</u>

Date 2020-09-24

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.