Your name <u>Partha Sen</u>
Your physical address <u>Kolkata 87/D/1 Ibrahimpur Road</u>
Your phone number <u>9007341342</u>
Your email address <u>partha@legalkart.com</u>

Date 31/08/2020

Name of hiring manager or supervisor Partha
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.