

Given below is a sample letter which you can choose to refer to while writing to the Divisional Commissioner.

*From:*

[Complainant's Name  
and Address]

*Date:* \_\_\_\_\_

To

The Divisional Commissioner  
Konkan Division  
Konkan Bhavan  
C.B.D Belapur  
Navi Mumbai (Thane District)

**Subject: Destruction of mangroves due to [Type of Violation] at [Details of Area where violation has been seen].**

Dear Sir,

I am a concerned citizen of India. I would like to draw your urgent attention to the fact that Mangroves are being destroyed in the area of [Details of Area under violation] due to [Type of Violation] in spite of the Hon'ble High Court's order dated 6<sup>th</sup> October 2005 in W.P(L) 3246 of 2004.

This matter needs your urgent intervention and it would be greatly appreciated if necessary orders are issued by you to prevent further destruction of mangroves. I also request you to take necessary steps to restore the mangroves of this area.

I would be grateful if you would kindly arrange to keep me informed of any action taken by you pursuant to my complaint.

Thanking you,

Yours faithfully,

*Complainant's signature*