

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Consulate General of India

[Consulate Address]
[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

I am writing to [briefly state the purpose of your letter].

[Provide more details regarding your request or issue, including any relevant information that will assist in addressing your concern.]

I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]