

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

The Consulate General of India

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

Subject: [Subject/Reason for Writing]

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to [briefly state your purpose, e.g., apply for a visa, inquire about a service, etc.].

[Provide details regarding your request or inquiry, including any relevant information or context. Be concise and clear.]

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

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]