

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

To,

The Consulate General of India

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

Subject: Request for [specific request, e.g., Visa Application, Document Verification, etc.]

Dear Sir/Madam,

I hope this letter finds you in good health and high spirits. I am writing to formally request [briefly explain your request].

[Provide detailed information about your request, including any relevant references or documents, and explain why you are making this request. Be clear and concise.]

I kindly request your assistance in this matter and would greatly appreciate a timely response. Should you require further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]