

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

Consulate General of India  
[Consulate Address]  
[City, State, Zip Code]

Dear [Recipient's Name/Consul General],

Subject: [Subject of Your Letter]

I hope this message finds you well.

[Introduce yourself briefly and state the purpose of your letter in the first paragraph.]

[In the following paragraphs, provide detailed information or requests. Be clear and concise, and include any necessary documentation or references.]

[Conclude the letter with a polite closing statement, expressing gratitude or anticipating a response.]

Thank you for your time and assistance.

Sincerely,  
[Your Name]