

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

Consulate General of India

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

Dear Consulate General [Name or "Sir/Madam"],

Subject: [Brief subject of your letter]

I hope this letter finds you well. [Introduce the purpose of your letter clearly and succinctly.]

[Provide detailed information or request related to your purpose for writing. Be precise and polite.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]