

[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: Request for [specific service, e.g., Visa Application, Passport Renewal, etc.]

Dear Sir/Madam,

I am writing to request [specific service] for [your purpose, e.g., travel, residency, etc.].

Details of my application are as follows:

- Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Nationality: Indian
- Passport Number: [Your Passport Number]
- [Any other relevant details]

I have enclosed the following documents for your reference:

1. [List of documents, e.g., application form, passport copy, photographs, etc.]
2. [Any additional documents]

Please let me know if you require any further information. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]