

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Consulate General of India
[Consulate Address]
[City, State, Zip Code]
Subject: [Subject of the Letter]
Dear Sir/Madam,
[Opening Paragraph: State the purpose of your letter clearly and
concisely.]
[Body Paragraph: Provide details or specific information related to your
request or inquiry. Be polite and formal.]
[Closing Paragraph: Thank the consulate for their attention and mention
any follow-up actions, if necessary.]
Yours sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation (if applicable)]
[Your Organization (if applicable)]