

[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 Consul General [Last Name],
I hope this letter finds you well.

I am writing to [explain the purpose of your letter, e.g., request a visa, seek assistance, inquire about services, etc.].

[Provide details and any necessary background information related to your request or situation.]

I kindly request [specific action or assistance you are seeking].

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)]