

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

To,

The Consulate General of India

[Consulate Address]

[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

I am writing to [state the purpose of the letter].

[Provide detailed information regarding your request or query. Include any relevant details, dates, and context.]

I kindly request your assistance in this matter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]