

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

Consulate General of India

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

Subject: [Brief Subject of the Letter]

Dear [Consul General's Name/To Whom It May Concern],

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

[Provide additional details regarding your request or situation. Include any relevant information that may assist with your inquiry.]

I appreciate your attention to this matter and kindly request your assistance.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]