

[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,

I hope this letter finds you well. My name is [Your Name], and I am writing to [briefly state the purpose of your letter, e.g., request a visa, inquire about services, etc.].

[Explain your situation or request in more detail. Provide any necessary information that may assist your case, including relevant dates, documents, and any previous correspondence.]

I would greatly appreciate your assistance in this matter. If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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)]