

[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's Name or Title],

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body: Provide detailed information regarding your request or the matter you are addressing. Include any necessary background information and context.]

[Conclusion: Summarize your letter's main points and reiterate any requests or actions needed. Thank the Consulate General for their attention and assistance.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]