

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

The Officer In Charge
Central Government Health Scheme (CGHS)
[Office Address]
[City, State, Zip Code]

Subject: Application for CGHS Membership

Dear Sir/Madam,

I am writing to apply for membership in the Central Government Health Scheme (CGHS). I am a [mention your designation] at [your workplace], and I wish to avail the benefits of the healthcare services provided under this scheme for myself and my family.

Please find enclosed the required documents for your reference:

1. [List document 1]
2. [List document 2]
3. [List document 3]

I kindly request you to process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]