

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: CGHS Approval Letter

Dear [Recipient's Name],

I am writing to formally request the approval of my application for the Central Government Health Scheme (CGHS). I have enclosed all necessary documentation for your review.

Details of my application are as follows:

- Name: [Your Name]
- CGHS Card Number: [Your CGHS Card Number]
- Date of Submission: [Date of Submission]
- Purpose of Application: [Brief Description of Purpose]

I would appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]