

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

[Recipient's Name]
[Title/Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Application for CGHS Eligibility Letter

Dear [Recipient's Name],

I am writing to request an eligibility letter for the Central Government Health Scheme (CGHS) for myself and my dependents. Below are the details required for processing my request:

****Personal Details:****

- Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Designation: [Your Designation]
- Department: [Your Department]
- Date of Joining: [Your Joining Date]

****Dependent Details:****

- Name: [Dependent 1 Full Name]
- Relationship: [Dependent 1 Relationship]
- Date of Birth: [Dependent 1 DOB]
- Name: [Dependent 2 Full Name]
- Relationship: [Dependent 2 Relationship]
- Date of Birth: [Dependent 2 DOB]

[Include any additional dependents as necessary]

I kindly request that you process this application at your earliest convenience. Please let me know if you require any further information or documentation to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

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