

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

Dear [Recipient Name],

Subject: Follow-up on CGHS Application

I hope this letter finds you well. I am writing to follow up on my application submitted on [submission date] for [specific service or treatment] under the Central Government Health Scheme (CGHS).

As of today, I have not yet received any updates regarding the status of my application. I would appreciate any information you could provide regarding the progress or any additional steps required on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]