

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

The Director

Central Government Health Scheme (CGHS)

[Office Address]
[City, State, ZIP Code]

Subject: Grievance Regarding CGHS Services [or specific issue]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally register a grievance regarding [briefly describe the nature of your complaint, e.g., delayed services, issues with reimbursements, unsatisfactory treatment, etc.].

Details of my complaint are as follows:

- Name: [Your Name]
- CGHS Beneficiary ID: [Your ID]
- Date of Incident: [Date]
- Description of the Issue: [Provide a detailed account of the issue, including any relevant facts, events, and steps you have already taken to resolve the issue.]

I kindly request your intervention in this matter to facilitate a prompt resolution.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]