

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

To,
The Chief Medical Officer,
Central Government Health Scheme,
[Address of the CGHS Office]
[City, State, Zip Code]
Subject: Inquiry Regarding CGHS Benefits

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inquire about certain aspects of the Central Government Health Scheme (CGHS) that relate to my healthcare coverage and benefits.

Specifically, I would like to obtain information regarding:

1. The process of availing cashless treatment in empaneled hospitals.
2. The list of hospitals and clinics available under CGHS in

[City/Region].

3. The procedure for submitting claims for reimbursement of medical expenses.

4. Any updates on the recent changes in policy or benefits under the scheme.

I am a registered beneficiary under CGHS with the ID [Your CGHS ID], and my details are as follows:

- Name: [Your Name]
- Date of Birth: [Your DOB]
- Relationship: [Self/Spouse/Dependent]

I would appreciate your guidance on these matters at your earliest convenience, as it is crucial for me to understand the available healthcare options and procedures.

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

Sincerely,
[Your Name]