

[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: [Subject of the Letter]

Dear Sir/Madam,

I am writing to bring to your attention [brief introduction of the issue or request].

[Detailed explanation of the issue, including any relevant details and context.]

I kindly request [specific action or resolution you are seeking].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]