

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

The Director
Central Government Health Scheme (CGHS)
[Office Address or Department]
[City, State, ZIP Code]

Subject: Request for Medical Report

Dear Sir/Madam,

I am writing to formally request a copy of my medical report for my recent treatment under the Central Government Health Scheme. My details are as follows:

- Name: [Your Name]
- CGHS Card Number: [Your CGHS Card Number]
- Date of Treatment: [Date of Treatment]
- Hospital/Treatment Facility: [Name of Hospital/Facility]

The report is required for [reason for needing the report, e.g., further treatment, reimbursement, etc.]. I would appreciate it if you could process my request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]