

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

[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: CGHS Policy Update

I hope this letter finds you well.

I am writing to inform you about the recent updates to the Central Government Health Scheme (CGHS) policy that will take effect from [effective date]. These changes are aimed at improving healthcare services and ensuring better access for all beneficiaries.

[List specific updates or changes in the policy here]

1. [Update 1]
2. [Update 2]
3. [Update 3]

We encourage all eligible members to review the revised policy and understand how these changes may affect your healthcare services. For more information, please visit [website link] or contact [contact details].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]