

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

To,

The Concerned Authority  
Central Government Health Scheme (CGHS)  
[Address]

[City, State, Zip Code]

Subject: Request for CGHS Renewal

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request the renewal of my CGHS membership, which is due for renewal on [Renewal Date]. My membership ID is [Your Membership ID].

I would like to ensure that there is no lapse in my coverage. Therefore, I am submitting the necessary documents for the renewal process:

1. [List of documents, e.g., Application form]
2. [Payment receipt]
3. [Identity proof]
4. [Any other relevant documents]

Please find these documents attached for your reference.

I appreciate your prompt attention to this matter and look forward to your confirmation of my membership renewal at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]