

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

To,
The Director,
Central Government Health Scheme (CGHS)
[Office Address]
[City, State, Zip Code]

Subject: Request for [specific request]

Dear Sir/Madam,

I am writing to formally request [briefly state the purpose of your request, e.g., reimbursement, approval for treatment, etc.] under the Central Government Health Scheme.

I am a beneficiary of CGHS, and my details are as follows:

Name: [Your Full Name]

CGHS Membership No: [Your CGHS Membership Number]

Designation: [Your Designation/Occupation]

Department: [Your Department or Organization]

[Optional: Any other relevant details]

[Provide a detailed explanation of your request, including any necessary background information, the reasons for the request, and any relevant documents you are enclosing.]

I kindly request you to consider my application and provide your support for the same.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]