

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

To

The Grievance Redressal Officer
Central Government Health Scheme (CGHS)

[Office Address]
[City, State, Zip Code]

Subject: Complaint Regarding CGHS Service

Dear Sir/Madam,

I am writing to formally complain about [briefly specify the issue, e.g., delays in service, poor treatment, inadequate facilities, etc.] I am a member of the CGHS and have been relying on its services for my healthcare needs.

On [mention the date(s)], I encountered issues related to [provide details about the specific service or treatment]. Despite my attempts to resolve this matter through [mention any previous communications or attempts made], I have not received a satisfactory resolution.

I kindly request that you look into this issue and provide guidance on how I can proceed or rectify the situation. I believe that prompt action will benefit not only myself but also other members experiencing similar issues.

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

Sincerely,

[Your Name]

[Membership Number if applicable]