

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

The Director
Central Government Health Scheme
[Office Address]
[City, State, ZIP Code]

Subject: Request for CGHS Card

Dear Sir/Madam,

I am writing to request the issuance of a Central Government Health Scheme (CGHS) card for myself and my family members.

****Details of the Applicant:****

Name: [Your Name]
Designation: [Your Designation]
Employee ID: [Your Employee ID]
Department: [Your Department]

****Family Members Details:****

1. [Name of Family Member 1] - [Relationship]
2. [Name of Family Member 2] - [Relationship]
3. [Name of Family Member 3] - [Relationship]

I have enclosed the necessary documents for your reference, including proof of employment and ID proofs of all family members.

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]