

[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 CGHS Services

Dear Sir/Madam,

I am writing to formally request [specific services or assistance you need, e.g., medical treatment, health card issuance, etc.] under the Central Government Health Scheme (CGHS).

I am a registered beneficiary of CGHS, holding [mention your CGHS card number or other relevant identification].

[Briefly explain your situation or reason for the request, including any relevant details such as medical condition, urgency, etc.]

I kindly request your prompt attention to this matter and look forward to your support in facilitating the necessary services.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]