

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

[Recipient Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Submission of E-Way Bill

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally submit the e-way bill for [briefly mention the purpose, e.g., transportation of goods, consignment details, etc.].

Please find the e-way bill details below:

- \*\*E-Way Bill Number:\*\* [EWB Number]
- \*\*Date of Issue:\*\* [Date]
- \*\*Consigner Details:\*\* [Consigner Name, Address, GSTIN]
- \*\*Consignee Details:\*\* [Consignee Name, Address, GSTIN]
- \*\*Goods Description:\*\* [Description of Goods]
- \*\*Vehicle Details:\*\* [Vehicle Number]

Attached to this letter, you will find the e-way bill copy for your reference.

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]