

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

[City, State, Zip Code]

Subject: Request for E-Way Bill

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the issuance of an e-way bill for [mention the specific consignment or goods].

Details of the consignment are as follows:

- Invoice Number: [Invoice Number]
- Date of Invoice: [Invoice Date]
- Goods Description: [Description of Goods]
- Quantity: [Quantity]
- Value: [Value]
- Transportation Mode: [e.g., Road, Rail, Air]

This e-way bill is necessary for [mention the purpose, e.g., transportation of goods, compliance with tax regulations]. I would appreciate your prompt assistance in processing this request. Thank you for your attention to this matter. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]