

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for E-Way Bill Generation

I hope this letter finds you well.

I am writing to formally request the generation of an e-way bill for the consignment associated with [briefly describe the shipment, including relevant details such as Invoice Number, Goods Description, etc.].

Details of the shipment are as follows:

- Invoice Number: [Invoice Number]
- Goods Description: [Description of Goods]
- Origin: [Place of Origin]
- Destination: [Place of Destination]
- Transporter Name: [Transporter Name]
- Vehicle Number: [Vehicle Number]

Please process this request at your earliest convenience to ensure prompt delivery of the goods without any logistical disruptions.

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

Sincerely,

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