

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

To,

The Manager

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Ujjwala Claim Submission

Dear [Manager's Name],

I am writing to formally submit my claim under the Ujjwala Yojana scheme.
Below are the details required for the processing of my claim:

1. **Applicant Name:** [Your Full Name]
2. **Appointment Number:** [Your Appointment Number]
3. **Consumer Number:** [Your Consumer Number]
4. **Address:** [Your Address as registered]
5. **Date of Birth:** [Your Date of Birth]

Enclosed with this letter are the following documents to support my claim:

- Copy of my Aadhaar Card
- Copy of my bank details
- Proof of address (e.g., utility bill)
- Any other relevant documents (if applicable)

I kindly request you to process my claim at your earliest convenience.
Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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