

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

[Recipient Name]
[Recipient Designation]
[Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Residence Immigration to India

Dear [Recipient Name],

I am writing to formally request residence immigration to India. My name is [Your Full Name], and I am a [Your Nationality] citizen currently residing in [Current Country].

The purpose of my application is to establish my residence in India due to [mention reason - e.g., employment, family reunification, education, etc.]. I believe that living in India will provide me with [mention benefits - e.g., professional opportunities, cultural experience, etc.].

I have enclosed the following documents in support of my application:

1. Completed application form
2. Valid passport copy
3. Proof of current residency
4. Employment letter/academic admission letter [if applicable]
5. [Any other relevant documents]

I kindly request that you review my application and consider my request for residence immigration. I am looking forward to the opportunity to contribute positively to the Indian community.

Thank you for considering my application. I am hopeful for a favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]