

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

To

The Visa Officer

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Submission of NRI Visa Application

Dear Sir/Madam,

I am writing to formally submit my application for an NRI visa. Please find the necessary documents enclosed as per the requirements listed on your official website.

Applicant Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

Enclosed with this letter, you will find the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (first two pages)
4. Proof of NRI status (e.g., OCI card, overseas employment letter)
5. Bank statement or proof of financial stability
6. Any additional documents as per your requirements

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

Thank you for your attention to my application.

Sincerely,

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