

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

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

Subject: Application for NRI Visa

Dear [Consul General/Consular Officer's Name],

I am writing to apply for a Non-Residential Indian (NRI) visa for [specific purpose: employment, study, family reunion, etc.]. My background and personal circumstances qualify me for this visa.

I was born in [City, Country] and hold an Indian passport (Passport No: [Your Passport Number]). I have been living in [Country of Residence] since [Year]. I am currently employed as a [Your Job Title] at [Company Name], and intend to visit India for [duration] starting from [intended travel date].

Attached to this letter are the required documentation including:

1. Completed visa application form
2. Copy of my Indian passport
3. Proof of my residency status in [Country]
4. Employment verification letter
5. Financial statements

I appreciate your attention to my application and look forward to your positive response. Should you require any further information or documentation, please feel free to contact me via the phone number or email provided above.

Thank you for considering my request.

Sincerely,

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