

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, Zip Code]

Subject: Application for Affidavit

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an affidavit pertaining to my status as a Non-Resident Indian (NRI).

****Personal Information****

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

****Purpose of Affidavit****

The affidavit is required for [mention the purpose, e.g., bank account opening, property purchase, etc.].

Attached documents for your reference:

1. Copy of my passport
2. Proof of address in the country of residence
3. Any other relevant documents

I kindly request you to process my application at your earliest convenience. Please let me know if any additional information is required.

Thank you for your attention to this matter.

Sincerely,

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