

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Application for NRI Documents

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit my application for obtaining the necessary documents as a Non-Resident Indian (NRI). Please find enclosed the following documents required for the application:

1. Copy of Passport
2. Proof of Residency (utility bill, lease agreement, etc.)
3. [Additional documents, if any]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]