

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

[Recipient Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Admission as an NRI Student

I am writing to express my interest in applying for admission to [Program/Course Name] at [Institution Name] for the [Academic Year]. As a Non-Resident Indian (NRI), I am aware of the unique opportunities and challenges that come with studying abroad, and I am eager to pursue my education in [Country/City].

I have completed my [Previous Educational Qualification] from [Previous Institution Name], and my academic background has instilled in me a passion for [Field of Study]. I am particularly impressed by [Specific Program/Feature of the Institution] and believe that [Institution Name] will provide me with the education and experience necessary to excel in my field.

In addition to my academic qualifications, I have [mention relevant extracurricular activities, internships, or volunteer work]. These experiences have not only enriched my knowledge but have also equipped me with skills such as [mention skills relevant to the program].

I am enclosing my application form along with the necessary documents, including my academic transcripts, letters of recommendation, and proof of my NRI status. I kindly request you to consider my application for admission and provide me with the necessary guidance throughout the process.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the vibrant academic community at [Institution Name].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your NRI Status Document (optional attachment)]