

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised on [where you found the job listing]. As a Non-Resident Indian (NRI) with a strong background in [Your Profession/Field], I am excited about the opportunity to contribute my skills and experience to your esteemed company.

I hold a [Your Degree] in [Your Major] from [Your University] and have [Number] years of experience in [Your Field/Industry]. My professional background includes [briefly describe your relevant experiences, skills, and accomplishments].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, projects, or reputation]. I believe that my expertise in [mention relevant skills or experiences] aligns well with the goals of your organization.

Enclosed is my resume, which provides further details about my education and professional journey. I am eager to discuss how my qualifications align with the needs of your team. I appreciate your time and consideration.

Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,
[Your Name]