

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

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

Dear [Recipient's Name],

Subject: NRI Application for Family

I am writing to formally apply for NRI status for my family. As an overseas Indian currently residing in [Country], I would like to request recognition for my family members, [Names of Family Members], who are [explain the family relationship, e.g., spouse, children].

[Provide a brief explanation of your current situation, the reason for your application, and any relevant details that support your request.]

I kindly request your assistance in processing this application. Attached are the necessary documents for your review, including [list any attached documents, such as identification proofs, relationship certificates, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]