

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

Dear [Recipient Name],

Subject: Application for NRI Status

I am writing to formally apply for Non-Resident Indian (NRI) status. I am an Indian citizen, currently residing in [Country], and I wish to request the necessary documentation to establish my NRI status for [specific reasons like banking, investment, property management, etc.].

[Paragraph detailing your current status, reasons for applying, and any relevant personal or professional information.]

I have attached the necessary documents to support my application, including [list documents such as passport copy, visa, proof of residency, etc.].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]