

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

To,

The [Designation]
[Department/Institution Name]
[Address]
[City, State, ZIP Code]

Subject: Application for NRI Status

Dear [Designation/Recipient's Name],

I hope this letter finds you in good health. I am writing to formally apply for Non-Resident Indian (NRI) status as per the guidelines laid out by the [relevant government body].

I am [Your Full Name], a citizen of India, currently residing in [Country of Residence] since [Year]. I hold a [Type of Visa or Residency Permit] and work as [Your Job Title/Position] at [Your Company/Organization Name]. My current address in [Country] is [Your Address in Country].

I have attached the necessary documents to support my application including:

1. Copy of my passport
2. Visa/residency permit
3. Proof of employment
4. Any additional documents as required

I kindly request you to process my application at your earliest convenience. Should there be any further requirements, please do not hesitate to contact me via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]