

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for NRI Residence

I hope this letter finds you well. I am writing to formally apply for residence under the Non-Resident Indian (NRI) category.

I am an Indian citizen currently residing in [Country Name] and have been living there since [Year]. My details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Date of Birth: [Your Date of Birth]
- Current Occupation: [Your Occupation]

I intend to return to India for [specific reason, e.g., work, family reasons, etc.], and I wish to establish my residence in [City/State in India]. I believe I meet all requirements outlined for NRI residency, and I have attached the necessary documentation to support my application.

Please find enclosed:

1. A copy of my passport
2. Proof of my current residency in [Country Name]
3. [Any additional documents]

I kindly request you to process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me at the above phone number or email address.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]