

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

To,

The [Authority Name]
[Department Name]
[Organization Name]
[Address]

[City, State, Zip Code]

Subject: Application for NRI Status Verification

Dear [Authority Name],

I hope this letter finds you well. I am writing to inquire about the status of my application for Non-Resident Indian (NRI) status submitted on [submission date].

My details are as follows:

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

I would like to request an update regarding the processing of my application, as it has been [duration since submission] since I submitted the necessary documentation.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]