

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Tax Office/Authority Name]
[Address]
[City, State, Zip Code]

Subject: Application for Taxation as an NRI

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally apply for taxation status as a Non-Resident Indian (NRI).

I am currently residing at [Your Current Address] and hold Indian citizenship. My NRI status is based on [briefly explain your NRI status, e.g., duration of stay outside India, employment, etc.].

As an NRI, I wish to ensure compliance with all applicable tax regulations and obligations in India. My income sources include [briefly list income sources, e.g., rental income, investments, etc.], and I am seeking clarification on my tax liabilities and filing requirements. I have attached all necessary documentation, including [list any attached documents, e.g., passport copy, visa, income statements, etc.], to support my application.

Thank you for your attention to this matter. I look forward to your guidance and support in facilitating my NRI taxation process.

Sincerely,

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