

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for Non-Resident Indian (NRI) Status

I am writing to formally apply for Non-Resident Indian (NRI) status. I am currently residing in [Country] and possess [mention relevant documents or status, e.g., citizenship, visa details].

I was born in [City, Country] and hold [mention any relevant Indian citizenship details]. Due to [reason for residing outside India, e.g., employment, education], I have been living here since [date].

I have attached the required documents to support my application, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request your assistance in processing my application. Should you need any further information, please feel free to contact me via [preferred contact method].

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]