

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

Subject: Request for Opening NRE Bank Account

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request the opening of a Non-Resident External (NRE) bank account with [Bank Name]. I am [Your Name], a Non-Resident Indian living in [Country of Residence]. I wish to open an NRE account to manage my income and savings in India while ensuring the benefits of repatriation and tax exemption on interest earned.

Enclosed with this letter are the required documents for the account opening:

1. Copy of my passport
2. Visa copy
3. Proof of address in [Country of Residence]
4. Proof of address in India
5. Passport-sized photographs

Please let me know if any additional information or documentation is needed. I kindly request you to process my application at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]