

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

The Branch Manager

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Application for NRE Account

Dear [Branch Manager's Name],

I am writing to apply for a Non-Resident External (NRE) account with your esteemed bank. My name is [Your Name], and I am currently residing in [Country] due to my [reason for residing abroad, e.g., employment, studies].

I wish to open an NRE account to facilitate the management of my income earned abroad and to allow for easy repatriation of funds to India. I have attached the required documents for your review, including proof of identity, proof of address in India, proof of residency abroad, and income proof.

I kindly request you to process my application at your earliest convenience. Should you require any more information or additional documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

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