

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

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

Subject: Request to Freeze NRE Account

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally request the freezing of my Non-Resident External (NRE) account with your esteemed bank.

Account Details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]

The reason for this request is [briefly explain your reason, e.g., safety concerns, travel plans, etc.].

I kindly ask you to ensure that no transactions are processed in the aforementioned account during the freezing period. Please confirm the receipt of this request and let me know the necessary steps if any are required from my end.

Thank you for your prompt attention to this matter.

Sincerely,

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