

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

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

Subject: Correspondence Regarding NRI Account

Dear [Bank Manager's Name],

I hope this letter finds you in good health. I am writing to correspond regarding my NRI account ([Account Number]) that I hold with your esteemed bank.

[State the purpose of your correspondence, e.g., inquiries about account services, updates needed, issues faced, etc.]

I would appreciate your assistance in addressing this matter at your earliest convenience. Please let me know if you require any additional information or documentation from my side.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]