

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

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

Subject: Request for Addition of Joint Holder to NRI Account

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to request the addition of a joint holder to my NRI account with your esteemed bank. Below are the details of my account and the proposed joint holder:

****Account Holder Details:****

- Name: [Your Name]
- Account Number: [Your Account Number]
- Account Type: NRI Savings Account

****Proposed Joint Holder Details:****

- Name: [Joint Holder's Name]
- Relationship: [Relationship to You]
- Address: [Joint Holder's Address]
- Email: [Joint Holder's Email]
- Phone: [Joint Holder's Phone Number]

I have attached the necessary documentation, including [list any documents, e.g., identity proofs, address proofs, etc.], to facilitate this request.

Thank you for your attention to this matter. I would appreciate your prompt assistance in processing this request. Please do not hesitate to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]