

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

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

Dear [Bank Manager's Name],

Subject: NRI Account Status Inquiry

I hope this letter finds you well. I am writing to inquire about the status of my NRI account with [Bank Name] under the account number [Your Account Number].

I would like to confirm the current status of my account, including any pending transactions, account balance, and any important notifications or changes that I should be aware of.

Please let me know if any additional documentation is required for this inquiry. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]