

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

[Recipient Name]
[Recipient Title]
Reserve Bank of India
[Office Address]
[City, State, Zip Code]

Subject: Request for Approval

Dear [Recipient Name],

I am writing to formally request approval for [specific request or proposal] in accordance with RBI regulations.

[Provide a brief introduction of your organization or yourself, if necessary.]

The purpose of this request is to [explain the reason for the request, including relevant details such as project name, objectives, and expected outcomes].

We believe that [describe the significance of the request and how it aligns with RBI policies].

Attached to this letter, you will find all relevant documents including [list any supporting documents enclosed, such as financial statements, project proposals, etc.].

We appreciate your consideration of this request, and we look forward to your favorable response. Should you require any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]