

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Reserve Bank of India  
[Relevant Department/Division]  
[Address of RBI]  
[City, State, Zip Code]

Subject: Request for Approval

Dear [Recipient's Name/Title],

I hope this letter finds you well.

I am writing to formally request the approval of [specific request detail, e.g., "the proposed loan agreement", "a new banking product", etc.]. We believe that this initiative will [briefly explain the purpose and significance, e.g., "enhance our service offerings", "support financial inclusion", etc.].

To provide further details, we have attached the necessary documentation outlining [mention any important documents or information included, e.g., "the project plan", "financial forecasts", etc.]. We are committed to ensuring full compliance with all regulatory requirements set forth by the RBI.

We appreciate your consideration of this request and look forward to your positive response. Please feel free to reach out for any additional information or clarification.

Thank you for your time and attention.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]