

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

The Manager

Reserve Bank of India

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

Subject: Application for Approval

Dear Sir/Madam,

I am writing to formally submit my application for [specific approval type] as per the guidelines set forth by the Reserve Bank of India.

Details of the application are as follows:

1. Name of the applicant: [Your Name/Organization Name]
2. Type of approval requested: [specific approval]
3. Purpose of the approval: [brief explanation of the purpose]
4. Relevant documents attached: [list of attached documents]

I trust that all necessary documentation is in order and meets the requirements. I look forward to your prompt consideration of my application.

Thank you for your attention to this matter.

Yours faithfully,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Organization Name (if applicable)]