

[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: Request for Approval

Dear Sir/Madam,

I am writing to seek your approval regarding [briefly state the purpose of the request].

[Provide a detailed explanation of the request, including relevant information and supporting documents if necessary].

I kindly request you to consider my application and grant the necessary approval. I am hopeful for a positive response and look forward to your guidance in this matter.

Thank you for your attention to this request.

Yours sincerely,

[Your Name]
[Your Designation/Title (if applicable)]
[Your Organization (if applicable)]