

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

To,

The Manager,
Reserve Bank of India,
[Branch Address]

[City, State, Zip Code]

Subject: Application for Approval [Specify Purpose]

Dear Sir/Madam,

I am writing to formally seek approval for [briefly describe the purpose, e.g., "the establishment of a new bank branch", "foreign investment", etc.].

Details of the Application:

1. Purpose: [Explain the specific purpose]
2. Background: [Provide relevant background information]
3. Justification: [State reasons for the request and benefits]
4. Additional Information: [Any other necessary details]

I have attached [list any documents enclosed, if applicable] to support my application.

I kindly request you to consider my application and grant the necessary approvals at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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