

[Your Company Letterhead]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Reserve Bank of India

[Relevant Department]

[Office Address]

[City, State, ZIP Code]

Subject: Correspondence for RBI Approval

Dear Sir/Madam,

We are writing to formally request approval for [specific request/transaction] as per the guidelines set forth by the Reserve Bank of India.

Details of the request are as follows:

- **\*\*Transaction Type\*\***: [Specify]
- **\*\*Amount\*\***: [Specify]
- **\*\*Purpose\*\***: [Specify]
- **\*\*Relevant Dates\*\***: [Specify any important dates]

We have attached the necessary documentation to support our request, including:

- [Document 1]
- [Document 2]
- [Document 3]

We kindly ask for your prompt attention to this matter and look forward to your positive response. Please do not hesitate to contact us should you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Designation]

[Your Company Name]