

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Approval for [Specify Purpose/Project]

We are pleased to inform you that the Reserve Bank of India (RBI) has granted approval for [Specify Purpose/Project] as per our application dated [Application Date].

The approval is granted under the following terms and conditions:

1. [Condition 1]

2. [Condition 2]

3. [Condition 3]

We kindly request you to comply with all the mentioned conditions and keep us updated on the progress of [Specify Purpose/Project].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]