

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

Subject: Submission of RBI Approval Letter

Dear [Recipient Name],

We hereby submit the RBI approval letter pertaining to [brief description of the purpose, e.g., "our recent application for a new banking facility"]. The details of the approval are as follows:

- Approval Reference Number: [insert number]
- Date of Approval: [insert date]
- Validity: [insert validity period, if applicable]

Attached, please find a copy of the official RBI approval letter for your records and further action.

Should you require any additional information or clarification, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Attachment: RBI Approval Letter]