

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Address]

[City, State, Zip Code]

Subject: Approval for [Specify Purpose/Project] - RBI Reference No:

[XXXX]

Dear [Recipient Name],

We are pleased to inform you that, following our recent application submitted on [Application Submission Date], we have received the Reserve Bank of India (RBI) approval for [briefly describe the purpose of the approval, e.g., establishing a new branch, foreign investment, etc.].

Please find below the details pertaining to the approval:

1. **\*\*Approval Reference Number:\*\*** [XXXX]
2. **\*\*Date of Approval:\*\*** [Approval Date]
3. **\*\*Validity of the Approval:\*\*** [Specify validity period, if applicable]
4. **\*\*Conditions of Approval:\*\*** [List any conditions or documents required, if applicable]

We appreciate your cooperation and support in this matter. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Email Address]