

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

The Reserve Bank of India

[Branch Address]  
[City, State, ZIP Code]

Subject: Request for Approval

Dear Sir/Madam,

I am writing to formally request the approval of [specific request, e.g., a loan, investment, or regulatory change] under [relevant guidelines/regulations].

Details of the request are as follows:

- Purpose: [Brief description of the purpose]
- Amount: [Specify the amount, if applicable]
- Duration: [Specify the duration, if applicable]
- Supporting Documents: [List of documents attached]

We believe that this request aligns with the regulatory framework and serves [mention any broader benefit, e.g., community, economy].

Thank you for considering our request. I am hopeful for a positive response at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company/Organization Name, if applicable]