

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

The Reserve Bank of India  
[Relevant Department/Branch]  
[Address of RBI]  
[City, State, Zip Code]

Subject: Application for Approval

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request approval regarding [specific request], as per the guidelines set forth by the Reserve Bank of India.

Details of the Request:

- Purpose: [Briefly describe the purpose of your request]
- Reference Number: [If applicable]
- Relevant Dates: [Any pertinent dates related to the request]
- Supporting Documents: [List any documents you are including]

We believe that the approval of this request will [briefly describe the anticipated benefits or outcomes]. I assure you that all the provided information is accurate and complete.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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