

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

The Manager
Reserve Bank of India
[Branch Address]
[City, State, Zip Code]
Subject: Request for Approval

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally seek approval for [briefly state the purpose, e.g., "the establishment of a new branch," "a financial initiative," etc.].

[Provide a brief description of your business or proposal, including any relevant background information, the objective of your request, and how it aligns with RBI guidelines.]

The proposed plan is expected to [mention potential benefits or impacts].

I have attached all necessary documents and any additional information required for your review.

I kindly request your favorable consideration of my application. Please feel free to contact me if you need any further details or clarifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]