

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Request for Approval

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request approval from the Reserve Bank of India regarding [briefly state the purpose of the request, e.g., "the implementation of a new financial product," "a foreign investment proposal," etc.].

[Provide a brief description of the request and its significance, including any relevant details and context.]

We believe that this initiative will [mention potential benefits, impacts, or compliance with regulations].

We kindly ask for your prompt attention to this matter and are eager to provide any further information or documentation that may be required.

Thank you for considering our request. We look forward to your favorable reply.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]