

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

[Recipient Name]  
[Recipient Title]  
[Reserve Bank of India]  
[Address]  
[City, State, Zip Code]

Subject: Request for RBI Clearance

Dear [Recipient Name],

I am writing to formally request clearance from the Reserve Bank of India regarding [briefly describe the purpose, e.g., a foreign investment application, remittance, etc.].

[Provide a brief background of the matter, including any relevant details, dates, and prior communications].

In accordance with the applicable regulations and guidelines, I have attached all necessary documents and information to support my request.

I would appreciate your prompt attention to this matter, as [mention any deadlines or urgency if applicable].

Thank you for your consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position/Title, if applicable]

[Your Company Name, if applicable]

Attachments: [List of documents]