

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

The Manager

[Department Name]

Reserve Bank of India

[Office Address]

[City, State, Zip Code]

Subject: Request for RBI Clearance

Dear [Manager's Name],

I am writing to request clearance from the Reserve Bank of India regarding [briefly state the purpose, e.g., my recent application for a foreign exchange transaction, etc.].

[Provide a brief background about the situation or reason for requesting the clearance. Include any relevant details, such as application numbers, transaction details, or previous communications if applicable.]

I would appreciate your assistance in expediting this matter. Please let me know if any further information or documentation is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Designation, if applicable]

[Company Name, if applicable]