

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

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

Dear [Recipient's Name],

Subject: Request for RBI Clearance

I am writing to formally request clearance from the Reserve Bank of India regarding [specific reason for the request, e.g., "my application for foreign exchange remittance" or "the approval of our recent transaction"].

[Provide a brief background of the situation, including any relevant details that pertain to your request. This may include transaction dates, amounts, and any other necessary details.]

We have ensured full compliance with the regulations set forth by the Reserve Bank of India and have gathered all necessary documentation to support our request. Enclosed with this letter are copies of [list any enclosed documents, such as forms, identification, transaction agreements, etc.].

I kindly request that you process this application at your earliest convenience and grant us the required clearance. Should you need any further information or clarification, please do not hesitate to contact me directly at [your phone number] or [your email address].

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]