

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

The Manager

Reserve Bank of India
[Branch/Office Address]
[City, State, Zip Code]

Subject: Application for RBI Clearance

Dear Sir/Madam,

I am writing to formally request clearance from the Reserve Bank of India regarding [briefly state the purpose, e.g., "my foreign remittance", "my current bank account", etc.].

Details of the request are as follows:

1. **Applicant's Name:**
2. **Account Number:**
3. **Type of Transaction:**
4. **Transaction Amount:**
5. **Purpose of Transaction:**
6. **Supporting Documents Attached:** [List any documents you are attaching]

I kindly request you to process my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Designation, if applicable]