

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

The Reserve Bank of India

[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 for [State the purpose of the request, e.g., a foreign investment, loan application, etc.].

Details of the application are as follows:

- **\*\*Applicant Name:\*\*** [Your Name/Company Name]
- **\*\*Type of Application:\*\*** [Specify type]
- **\*\*Proposed Amount:\*\*** [Specify amount]
- **\*\*Purpose of Application:\*\*** [Briefly explain the purpose]
- **\*\*Supporting Documents:\*\*** [List any attached documents, if applicable]

I kindly request you to process my application at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

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