

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

Reserve Bank of India

[Relevant Department/Division]  
[Address of RBI Office]  
[City, State, Zip Code]

Subject: Request for RBI Clearance Letter

Dear Sir/Madam,

I am writing to request an RBI clearance letter for my [specify purpose, e.g., foreign remittance, loan application, etc.].

**\*\*Personal Details:\*\***

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number] (if applicable)
- Aadhar Number: [Your Aadhar Number] (if applicable)

**\*\*Details of the Request:\*\***

- Purpose: [Explain the purpose of the request]
- Amount: [Specify the amount, if applicable]
- Bank Details: [Name of the bank, account number, etc.]

I have attached all necessary documents required for your review, including [list documents, e.g., identity proof, address proof, etc.].

I kindly request you to process my application at your earliest convenience.

Thank you for your assistance.

Sincerely,

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