

****Template Example:****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Reserve Bank of India]

[Address]

[City, State, ZIP Code]

Subject: Request for RBI Clearance

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request clearance from the Reserve Bank of India regarding [briefly state the purpose, e.g., a specific transaction, account verification, etc.].

Details of the request are as follows:

- ****Name:**** [Your Full Name]

- ****Application Reference Number:**** [if applicable]

- ****Nature of Request:**** [briefly describe the nature of your request]

- ****Supporting Documents:**** [list any documents you are attaching]

I kindly request you to process this at your earliest convenience. Please do not hesitate to reach out if you require any further information.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]