

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

The Manager

Reserve Bank of India

[Branch Address]  
[City, State, Zip Code]

Subject: Request for Clearance

Dear Sir/Madam,

I am writing to formally request clearance for [mention the purpose or nature of the request, e.g., "the remittance of funds," "a foreign exchange transaction," etc.].

Details of the transaction are as follows:

- Amount: [Specify the amount]
- Purpose: [Specify the purpose]
- Beneficiary: [Mention the beneficiary name and details]
- Transaction Date: [Specify the date]

I have attached all necessary documents to support my request, including [list the documents you are attaching, e.g., "invoices, agreements, KYC documents, etc."].

I would appreciate your prompt attention to this matter and am happy to provide any further information if required.

Thank you for your assistance.

Sincerely,

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