

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

The Reserve Bank of India
[Relevant Department/Committee]
[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for RBI Clearance

I hope this letter finds you well. I am writing to formally request clearance from the Reserve Bank of India for [mention the purpose: e.g., a financial transaction, foreign investment, etc.].

Details of the request are as follows:

- Name: [Your Full Name/Company Name]
- Address: [Your Complete Address]
- PAN/GST Number: [Your PAN or GST Number]
- Nature of Request: [Brief description of the request]
- Relevant Transaction/Investment Details: [Provide any specific details related to the request]

I have enclosed all necessary documents to support my request, including [list of documents, e.g., application form, identity proof, transaction details, etc.].

I kindly request your prompt attention to this matter and would appreciate your guidance on any further steps I need to take.

Thank you for your assistance.

Sincerely,

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