

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

To,

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, e.g., foreign remittance, trade transaction, etc.].

Details of the application are as follows:

1. ****Applicant Name:**** [Your Name/Company Name]
2. ****PAN/VAT Number:**** [Your PAN/VAT Number]
3. ****Type of Transaction:**** [Specify Transaction Type]
4. ****Amount Involved:**** [Specify Amount]
5. ****Purpose of Transaction:**** [Describe Purpose]
6. ****Supporting Documents Attached:**** [List all attached documents]

I assure that all details provided are accurate, and I understand the requirements set forth by the Reserve Bank of India.

Please treat this request with urgency. I am available for any further information or clarification if needed.

Thank you for your attention to this matter.

Yours faithfully,

[Signature (if sending a hard copy)]

[Your Name]

[Your Position (if applicable)]

[Your Company Name (if applicable)]