

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

The Recruitment Officer  
Reserve Bank of India  
[Office Address]  
[City, State, Zip Code]

Dear [Recruitment Officer's Name],  
Subject: Application for [Position Name]

I am writing to express my interest in the [specific position] at the Reserve Bank of India as advertised on [where you found the job listing]. With a background in [your field of study or experience] and a strong passion for [related interest], I am excited about the opportunity to contribute to the RBI's mission of fostering economic growth and financial stability in India.

I hold a [Your Degree] in [Your Major] from [Your University], and have acquired skills in [mention relevant skills]. My experience at [Your Previous Job/Internship] enabled me to [describe relevant experience briefly], which aligns well with the requirements of the position.

I am particularly drawn to this role because [mention any specific reason related to RBI's values, mission, or initiatives]. I am eager to bring my skills in [mention key skills] to the RBI team and contribute to [mention any relevant projects or goals of RBI].

Enclosed, please find my resume, which provides further details about my qualifications. I look forward to the opportunity to discuss my application in more detail. Thank you for considering my application.

Sincerely,  
[Your Name]