

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Reserve Bank of India]
[Department/Division]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific job title] position at the Reserve Bank of India, as advertised on [where you found the job listing]. With a background in [your field of expertise], and a strong commitment to [mention relevant skills or qualities], I am excited about the opportunity to contribute to [specific department or project] at RBI. My experience in [briefly detail your relevant experience or skills] has equipped me with the ability to [explain how your skills can benefit RBI]. I am particularly drawn to this role due to [mention any specific reasons related to RBI's mission or value].

Enclosed is my resume, which provides additional details on my educational background and professional journey. I am eager to discuss how my skills can align with the goals of the Reserve Bank of India.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]

[Attachment: Resume]