

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

[Recipient Name]
[Recipient Title]
[Reserve Bank of India]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Job Position] at the Reserve Bank of India as advertised [where you found the job listing]. With my background in [your field/area of expertise] and my skills in [specific skills relevant to the job], I am excited about the opportunity to contribute to the mission of the RBI.

In my previous role at [Your Previous Company/Institution], I successfully [mention a relevant achievement or responsibility], which has equipped me with the necessary skills to excel in the [Job Position]. I am particularly drawn to this position because [mention specific reasons related to the RBI and the position].

I have attached my resume for your review. I am looking forward to the possibility of discussing how my experience and skills can contribute to the ongoing success of the Reserve Bank of India. Thank you for considering my application.

Sincerely,

[Your Name]
[Attachment: Resume]