

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

The Human Resource Department  
Reserve Bank of India  
[Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Inquiry Regarding Job Opportunities

I hope this letter finds you well. I am writing to inquire about potential job opportunities within the Reserve Bank of India. I hold a [Your Degree] in [Your Field] and have [Number] years of experience in [Relevant Experience/Field]. I am particularly interested in [Specific Department/Role] and would appreciate any information regarding current or upcoming vacancies.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,  
[Your Name]