

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

[Recipient's Name]
[Recipient's Position]
[Bank/Financial Institution Name]
[Address]
[City, State, Zip Code]

Subject: Request for Transfer of Funds - RC Account

Dear [Recipient's Name],

I am writing to request the transfer of funds from my Resident Account (RC) as per the details mentioned below:

****Account Holder Name:**** [Your Name]

****RC Account Number:**** [Your RC Account Number]

****Amount to be Transferred:**** [Amount]

****Destination Account Details:****

- Beneficiary Name: [Beneficiary Name]
- Beneficiary Account Number: [Beneficiary Account Number]
- Bank Name: [Beneficiary Bank Name]
- IFSC Code: [Beneficiary Bank IFSC Code] (if applicable)

Please process this transfer at your earliest convenience and confirm once the transaction is complete. Should you require any additional information, feel free to contact me at the provided phone number or email address.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]