

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Subject: RTGS Transaction Request

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the initiation of a Real-Time Gross Settlement (RTGS) transaction from our account [Your Account Number] to [Recipient's Account Number]. The details of the transaction are as follows:

- Amount: [Transaction Amount]
- Transaction Reference: [Reference Number or Invoice Number]
- Purpose: [Brief Description of the Purpose]

Please process this transaction at your earliest convenience and confirm once it has been completed.

Thank you for your attention to this matter. Should you need any further information, please do not hesitate to reach out.

Sincerely,

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