

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

[Recipient's Name]
[Bank's Name]
[Bank's Address]

[City, State, Zip Code]

Subject: Request for RTGS Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an RTGS (Real Time Gross Settlement) transfer from my account [Your Account Number] to the following beneficiary account:

- Beneficiary Name: [Beneficiary Name]
- Beneficiary Account Number: [Beneficiary Account Number]
- Beneficiary Bank Name: [Beneficiary Bank Name]
- IFSC Code: [IFSC Code]
- Amount: [Amount in words] ([Amount in numbers])
- Purpose of Transfer: [Purpose]

Please find attached the necessary documents required for processing this request. I kindly ask you to process this RTGS transfer at your earliest convenience.

Thank you for your assistance. Should you require any further information, please do not hesitate to contact me.

Sincerely,

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