

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

[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

Subject: Request for RTGS Services

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the activation of Real Time Gross Settlement (RTGS) services on my bank account, [Your Account Number].

As a valued customer of [Bank Name], I believe that having access to RTGS services will greatly enhance my ability to conduct high-value transactions efficiently.

Please let me know the necessary procedures and documentation required to initiate this request. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]