

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

Subject: Letter of Intent for RTGS Transfer

Dear [Bank Manager's Name],

I am writing to formally express my intent to initiate a Real Time Gross Settlement (RTGS) transfer from my account [Your Account Number] held with your bank.

Details of the transfer are as follows:

- Amount to be transferred: [Amount]
- Beneficiary Account Name: [Beneficiary Name]
- Beneficiary Account Number: [Beneficiary Account Number]
- Beneficiary Bank Name: [Beneficiary Bank Name]
- IFSC Code: [IFSC Code]
- Purpose of Transfer: [Purpose]

I kindly request you to process the above-mentioned RTGS transfer at your earliest convenience. Please confirm the transaction details once the transfer has been successfully completed.

Thank you for your attention to this matter.

Sincerely,

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