

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

Dear [Recipient Name],

Subject: RTGS Processing Status

I hope this message finds you well.

I am writing to inquire about the current status of the RTGS transaction initiated on [Date of Transaction], with reference number [Transaction Reference Number].

As of today, we have not received a confirmation regarding the processing of the funds. We would appreciate your assistance in providing an update on this matter at your earliest convenience.

Thank you for your attention to this issue. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]