

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

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

Subject: Request for RTGS Remittance

Dear [Recipient's Name],

I am writing to formally request the processing of an RTGS remittance from my account [Your Account Number] to the account of [Beneficiary's Name] at [Beneficiary's Bank Name]. The details of the transaction are as follows:

- \*\*Beneficiary Name:\*\* [Beneficiary's Name]
- \*\*Beneficiary Account Number:\*\* [Beneficiary's Account Number]
- \*\*Beneficiary Bank Name:\*\* [Beneficiary's Bank Name]
- \*\*Beneficiary Bank IFSC Code:\*\* [IFSC Code]
- \*\*Amount to be Remitted:\*\* [Amount]
- \*\*Purpose of Transfer:\*\* [Purpose]

I authorize the transfer of funds as specified above and confirm that all the information provided is accurate. Please process this request at your earliest convenience.

Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]