

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you about the RTGS payment I initiated for [specific purpose, e.g., "settling our recent invoice for services rendered"].

The transaction details are as follows:

- Amount: [amount]
- Transaction Reference Number: [reference number]
- Date of Transaction: [transaction date]
- Beneficiary Account Name: [your account name]
- Beneficiary Bank: [your bank name]

Please allow 1-2 business days for the amount to be reflected in your account. If you have any questions or concerns regarding this payment, feel free to reach out to me at your convenience.

Thank you for your cooperation.

Best regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]  
[Your Signature (if sending a hard copy)]