

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

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

Subject: Request for RTGS Funds Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request the transfer of funds via RTGS from my account. Below are the details for the transaction:

**\*\*Account Details:\*\***

Account Holder Name: [Your Name]  
Account Number: [Your Account Number]  
IFSC Code: [Your Bank's IFSC Code]

**\*\*Recipient Details:\*\***

Beneficiary Name: [Beneficiary's Name]  
Beneficiary Account Number: [Beneficiary's Account Number]  
Beneficiary Bank Name: [Beneficiary's Bank Name]  
Beneficiary IFSC Code: [Beneficiary's Bank IFSC Code]

**\*\*Transaction Details:\*\***

Amount to be transferred: [Amount in words and figures]

Remarks: [Any specific remarks, if any]

I authorize you to debit the amount from my account and facilitate the transaction. Please let me know if you require any further information to process this request.

Thank you for your assistance.

Sincerely,

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