

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

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

Subject: Application for RTGS Transfer

Dear [Bank Manager's Name],

I am writing to request the processing of a Real Time Gross Settlement (RTGS) transfer. Below are the pertinent details for your reference:

****Customer Information:****

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

****Transfer Details:****

- Beneficiary Name: [Recipient's Name]
- Beneficiary Account Number: [Recipient's Account Number]
- Beneficiary Bank Name: [Recipient's Bank Name]
- Beneficiary IFSC Code: [Recipient's Bank IFSC Code]
- Amount to be Transferred: [Transfer Amount]
- Purpose of Transfer: [Brief Purpose]

I assure you that the funds are available in my account, and I hereby authorize you to deduct the necessary charges, if any, for this transaction.

Please process this request at your earliest convenience. If you need any further information or documentation, do not hesitate to reach out to me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]