

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: RTGS Authorization Letter

Dear [Bank Manager's Name],

I, [Your Name], the [Your Designation] of [Your Company Name], hereby authorize the following individual to initiate RTGS transactions on behalf of our company:

****Authorized Person's Details:****

Name: [Authorized Person's Name]

Designation: [Authorized Person's Designation]

Employee ID: [Authorized Person's Employee ID]

Contact Number: [Authorized Person's Contact Number]

This authorization is valid until [End Date or "further notice"]. Please allow the authorized person to carry out all necessary transactions related to RTGS on behalf of [Your Company Name].

Thank you for your attention to this matter. Please feel free to contact me should you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Designation]

[Your Company Name]