

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

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

Subject: RTGS Fund Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request the transfer of funds via RTGS from my account [Account Number] to the following account details:

Beneficiary Name: [Beneficiary Name]

Beneficiary Account Number: [Beneficiary Account Number]

Beneficiary Bank: [Beneficiary Bank Name]

IFSC Code: [IFSC Code]

Amount: [Amount in words and figures]

Transfer Reference: [Optional Reference]

Please process this transaction at your earliest convenience. I have attached all necessary documents for your reference.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]