

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

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

Subject: RTGS Instruction Letter

Dear [Bank Manager's Name],
I, [Your Full Name], holding account number [Your Account Number], hereby
request to initiate a Real-Time Gross Settlement (RTGS) transfer.

****Details of the RTGS transfer are as follows:****

- ****Beneficiary Name:**** [Beneficiary's Name]
- ****Beneficiary Account Number:**** [Beneficiary's Account Number]
- ****Beneficiary Bank Name:**** [Beneficiary Bank Name]
- ****Beneficiary Bank IFSC Code:**** [IFSC Code]
- ****Amount to be transferred:**** [Amount in words and figures]
- ****Transfer Remarks:**** [Any specific remarks, if necessary]

I confirm that the details provided above are correct. Please process
this request at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]