

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

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

Subject: RTGS Transfer Request

Dear [Bank Manager's Name],

I am writing to request the transfer of funds via RTGS from my account to the beneficiary's account. Please find the details of the transaction below:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
IFSC Code: [Your Bank's IFSC Code]
Amount to be Transferred: [Amount in Words] ([Amount in Numbers])
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]
Purpose of Transfer: [Transfer Purpose]

I request you to process this transaction at your earliest convenience. Please let me know if any further information is required.

Thank you for your prompt attention to this matter.

Sincerely,

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