

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: RTGS Payment Processing

We are writing to confirm the processing of the RTGS payment as per the transaction details outlined below:

**\*\*Transaction Details:\*\***

- **\*\*Transaction Number:\*\*** [Transaction Number]
- **\*\*Date of Payment:\*\*** [Payment Date]
- **\*\*Beneficiary Name:\*\*** [Beneficiary Name]
- **\*\*Beneficiary Account Number:\*\*** [Account Number]
- **\*\*Amount:\*\*** [Amount in Figures and Words]
- **\*\*IFSC Code:\*\*** [IFSC Code]
- **\*\*Purpose of Payment:\*\*** [Purpose]

Please ensure that the funds are credited to the beneficiary's account promptly. Should you require any further information or assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]