

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

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

Subject: RTGS Transaction Request

Dear [Bank Manager's Name],

I am writing to request the initiation of an RTGS (Real Time Gross Settlement) transaction from my account. Below are the details of the transaction:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Beneficiary Name: [Beneficiary Name]
Beneficiary Account Number: [Beneficiary Account Number]
Beneficiary Bank Name: [Beneficiary Bank Name]
Beneficiary Bank Branch: [Beneficiary Bank Branch]
Amount to be Transferred: [Amount in Words and Figures]
Transaction Reference (if any): [Reference Number]

Please find attached the necessary documents required for this transaction.

I request you to process this transaction at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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