

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

Subject: Request for RTGS Fund Transfer

Dear [Bank Manager's Name],

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

**\*\*Sender Details:\*\***

Account Name: [Your Name]  
Account Number: [Your Account Number]  
IFSC Code: [Your Bank's IFSC Code]  
Amount to be Transferred: [Amount]  
Transaction Date: [Desired Transaction Date]

**\*\*Beneficiary Details:\*\***

Beneficiary Name: [Beneficiary Name]  
Beneficiary Account Number: [Beneficiary Account Number]  
Beneficiary Bank Name: [Beneficiary Bank Name]  
Beneficiary Bank IFSC Code: [Beneficiary Bank IFSC Code]

I authorize the bank to debit my account for the aforementioned amount and complete the transfer. Please confirm once the transaction has been processed.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]