

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

Subject: RTGS Transaction Approval Request

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request approval for a Real Time Gross Settlement (RTGS) transaction as per the details outlined below:

****Account Holder Name:**** [Your Name]
****Account Number:**** [Your Account Number]
****Transaction Amount:**** [Amount]
****Beneficiary Name:**** [Beneficiary Name]
****Beneficiary Account Number:**** [Beneficiary Account Number]
****Beneficiary Bank:**** [Beneficiary Bank Name]
****IFSC Code:**** [IFSC Code]
****Purpose of Transfer:**** [Purpose]

Please process this transaction at your earliest convenience. If you require any further information or documentation, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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