

[Date]

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

RE: Settlement Funds Wiring Instructions - [Case Name/Reference Number]

Dear [Name],

To facilitate the transfer of the settlement funds regarding the above-referenced matter, please utilize the following wiring instructions:

Bank Name: [Name of Bank]
Bank Address: [Bank Street Address, City, State, Zip]
Account Name: [Name on the Account]
Account Number: [Account Number]
Routing Number (ABA): [9-Digit Routing Number]
SWIFT/BIC Code (if applicable): [Swift Code]
Reference/Memo: [Case Name or File Number]

Please ensure that the total settlement amount of \$[Amount] is initiated by [Date].

Security Verification: For your protection, please confirm these instructions via telephone by calling our office at [Phone Number] and speaking with [Contact Person] before initiating the wire transfer. Do not rely solely on email communications for wiring updates.

Please notify us once the wire has been initiated so that we may track the incoming credit.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Law Firm Name]