

[Current Date]

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

Subject: Wire Transfer Instructions for [Project Name/Invoice Number]

Dear [Recipient Name],

Please find the necessary wire transfer instructions attached to this letter to facilitate the payment for [mention purpose, e.g., Invoice #12345 or the closing of the property at Address].

To ensure the security of this transaction, we recommend that you verbally verify these instructions by calling our office at [Your Phone Number] before initiating the transfer. Please do not rely solely on email communication for financial transactions.

Bank Details:

- **Bank Name:** [Bank Name]
- **Account Holder Name:** [Account Holder Name]
- **Account Number:** [Account Number]
- **Routing Number (ABA):** [Routing Number]
- **SWIFT/BIC Code (if applicable):** [SWIFT Code]
- **Reference:** [Reference Name/Number]

Once the transfer has been initiated, please provide us with a confirmation or a federal reference number for our records.

If you have any questions or require further clarification, please contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Phone Number]