

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

File/Reference Number: [Insert Number]

Subject: Instructions for Certified Funds and Wire Transfers

Dear [Recipient Name],

To facilitate the upcoming transaction regarding [Project/Property/Case Name], please follow the instructions below for the delivery of funds. We require funds to be sent via Wire Transfer or Certified Check.

Option 1: Wire Transfer Instructions

Please provide the following information to your financial institution:

- **Bank Name:** [Insert Bank Name]
- **Bank Address:** [Insert Bank Address]
- **Account Name:** [Insert Account Holder Name]
- **Account Number:** [Insert Account Number]
- **Routing Number (ABA):** [Insert Routing Number]
- **SWIFT/BIC (For International):** [Insert Code]
- **Reference/Memo:** [Insert Reference Name or Number]

Option 2: Certified Funds (Cashier's Check)

If you are providing a certified check, it must be made payable exactly as follows:

Payable to: [Insert Exact Entity Name]

Delivery Address:

[Insert Name/Department]

[Insert Street Address]

[Insert City, State, Zip Code]

Important Security Notice: Please verify all wire instructions via telephone with our office at [Insert Phone Number] before initiating any transfer. Do not rely solely on email communications to send funds, as email accounts can be subject to unauthorized access.

If you have any questions, please contact [Contact Person Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]