

[Date]

[Recipient Name]

[Recipient Title]

[Financial Institution/Organization Name]

[Address]

Subject: Asset Funding Instruction Letter for [Account Number/Entity Name]

Dear [Contact Name],

This letter serves as a formal instruction to transfer and fund the following assets into the account of [Target Entity/Trust Name].

Please execute the transfer of the assets listed below:

- **Asset Description:** [e.g., Cash, Stock Ticker, Real Estate Parcel]
- **Estimated Value/Quantity:** [Amount]
- **Originating Account:** [Account Number]

The assets should be delivered to the following destination:

- **Institution Name:** [Receiving Institution]
- **Account Name:** [Account Holder Name]
- **Account Number:** [Number]
- **Routing/Reference Number:** [Details]

Please complete this funding request by [Deadline Date]. Upon completion, provide a confirmation receipt to [Email Address/Phone Number].

If you require further documentation or verification, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]