

[Date]

[Transfer Agent Name]
[Attn: Relationship Manager/Department]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Letter of Instruction - Establishment of Escrow Account for [Issuer Name]

To Whom It May Concern,

This letter serves as a formal instruction to [Transfer Agent Name] to act as the Escrow Agent and establish an escrow account in connection with [Description of Transaction, e.g., Private Placement / Merger / Stock Issuance] involving [Company Name] (the "Issuer").

Please perform the following actions:

- **Account Opening:** Establish a segregated escrow account titled "[Issuer Name] Escrow Account" for the purpose of holding [Description of Assets, e.g., Cash or Shares of Common Stock].
- **Deposit of Assets:** Accept the deposit of [Amount of Cash or Number of Shares] into said account on or about [Date].
- **Duration:** Hold the assets in escrow until [Termination Date] or until receipt of joint written instructions from the undersigned parties.
- **Disbursement:** Upon fulfillment of the conditions set forth in the Escrow Agreement dated [Date], assets shall be distributed to [Recipient Name/Designated Parties].

All fees associated with these services should be billed to [Billing Entity Name]. Enclosed please find the executed Escrow Agreement and necessary tax documentation (W-9/W-8BEN).

Please confirm the establishment of this account and provide the account details at your earliest convenience.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]

Acknowledged and Agreed:

[Transfer Agent Representative Name]
[Date]