[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Attorney Name]
[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]

RE: Instruction for Disbursement of Settlement Funds
Case Name: [Case Name/Reference]
Case Number: [Case Number]

Dear [Attorney Name],

I am writing to provide formal instructions regarding the disbursement of the settlement funds totaling $[Total Settlement Amount] recovered in the above-referenced matter.

After the deduction of agreed-upon legal fees, administrative costs, and any necessary medical liens or third-party obligations as outlined in our representation agreement, please disburse the remaining net recovery as follows:

Method of Disbursement: [Choose: Check / Wire Transfer]

If by Check:
Please make the check payable to: [Payee Name]
Mail to: [Mailing Address]

If by Wire Transfer:
Bank Name: [Bank Name]
Account Holder Name: [Name on Account]
Account Number: [Account Number]
Routing Number: [Routing Number]

I also request a final closing statement (Settlement Statement) detailing all deductions made from the gross settlement amount for my records.

Should you have any questions regarding these instructions, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]