

[Date]

[Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Letter of Instruction for Wire Transfer of Settlement Funds

Dear [Name of Contact Person or Accounting Department],

Regarding the settlement of [Case Name/Matter Number], please accept this letter as formal authorization and instruction to wire the net settlement proceeds due to me in the amount of \$[Amount].

Please transfer the funds to the following bank account:

Beneficiary Name: [Your Full Name or Business Name]

Beneficiary Address: [Your Address]

Bank Name: [Name of your Bank]

Bank Address: [Address of your Bank Branch]

Routing Number (ABA): [9-digit Routing Number]

Account Number: [Your Account Number]

Account Type: [Checking/Savings]

I confirm that I am the authorized owner of the account listed above. Please notify me via email at [Your Email Address] or by phone at [Your Phone Number] once the transfer has been initiated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]