[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

RE: Letter of Instruction for Outbound Wire Transfer

To Whom It May Concern,

I, **[Attorney Name]**, acting as authorized signatory for **[Law Firm Name]**, hereby authorize and instruct **[Bank Name]** to initiate a one-time outbound wire transfer from our **[IOLTA/Trust/Operating]** account as detailed below:

SENDER INFORMATION:
Account Name: [Law Firm Name]
Account Number: [Your Account Number]
Reference: [Case Name or Internal File Number]

RECIPIENT INFORMATION:
Beneficiary Name: [Payee Name]
Beneficiary Address: [Payee Address]
Receiving Bank Name: [Recipient's Bank Name]
Receiving Bank ABA/Routing Number: [9-Digit Routing Number]
Receiving Bank Account Number: [Recipient's Account Number]
Bank Swift/BIC (if applicable): [Swift Code]

TRANSFER DETAILS:
Amount: $[Dollar Amount]
Currency: USD
Purpose of Funds: Settlement Proceeds for [Client/Case Name]

Please deduct any applicable wire transfer fees from our **[Operating/Trust]** account ending in **[Last 4 Digits]**. If you have any questions or require verbal verification of this request, please contact me directly at **[Phone Number]**.

Thank you for your prompt attention to this matter.

Sincerely,

____
[Attorney Signature]

[Attorney Name]
[Law Firm Name]
[Bar Number]