

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Street Address]

[City, State, Zip Code]

RE: Settlement Funds Wire Instructions - [Case Name/Matter Number]

Dear [Opposing Counsel Name],

Pursuant to the Settlement Agreement executed on [Date], please accept this letter as formal instruction to transmit the settlement funds via wire transfer.

Please direct the total amount of \$[Amount] to the following account:

Bank Name: [Name of Bank]

Bank Address: [Address of Bank Branch]

Account Name: [Name on Account]

Account Number: [Account Number]

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

Swift Code (if applicable): [Swift Code]

Reference/Memo: [Case Name or Internal File Number]

Please notify our office via email at [Email Address] once the transfer has been initiated. We request that you provide a copy of the wire confirmation receipt for our records.

If you have any questions or require verbal verification of these instructions, please contact [Name] at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Law Firm/Company]