

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

RE: Letter of Instruction for Wire Transfer of Trust Funds

To Whom It May Concern,

Please accept this letter as formal authorization to initiate a wire transfer from the following attorney trust account:

Sender Information:

Account Name: [Law Firm Name] Trust Account

Account Number: [Your Account Number]

Routing Number: [Your Routing Number]

Transfer Details:

Amount to be Wired: \$[Amount in Numbers] ([Amount in Words] Dollars)

Date of Transfer: [Date]

Recipient Information:

Beneficiary Name: [Recipient Name/Firm Name]

Beneficiary Address: [Recipient Physical Address]

Receiving Bank Name: [Recipient Bank Name]

Receiving Bank Routing/ABA Number: [Recipient Routing Number]

Receiving Bank Account Number: [Recipient Account Number]

Reference/Memo: [Case Name or File Number]

Please deduct any applicable wire transfer fees from our [Operating/Firm] account number [Operating Account Number] so that the full settlement amount is received by the beneficiary.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title/Position]

[Law Firm Name]