

Date: [Date]

To: [Escrow Agent Name]
[Escrow Company Name]
[Address]
[City, State, Zip]

Re: Letter of Instruction for Wire Transfer of Settlement Funds

Escrow/File Number: [Insert Number]
Property Address/Matter: [Insert Description]

To [Escrow Agent Name],

This letter serves as formal instruction to wire the settlement funds held in the above-referenced escrow account. Please distribute the funds according to the following wire instructions:

Beneficiary Bank Name: [Insert Bank Name]
Bank Address: [Insert Bank Address]
ABA Routing Number: [Insert 9-Digit Number]
Account Name: [Insert Account Holder Name]
Account Number: [Insert Account Number]
Reference/Memo: [Insert Reference Information]

The total amount to be wired is: \$[Insert Amount] (USD).

Please confirm receipt of these instructions. If there are any discrepancies or if further verification is required, contact me immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]