

Date: [Insert Date]

To: [Bank Name]

Address: [Bank Branch Address]

Attn: [Bank Contact Person or Department]

Subject: Letter of Instruction for Final Settlement via International Wire Transfer

Dear [Name of Bank Representative or Department],

Please accept this letter as formal authorization to execute a one-time international wire transfer for the purpose of a final settlement regarding [Reference Contract/Account Number/Invoice Number].

The details of the transfer are as follows:

1. Remitter Information (Sender):

- **Account Name:** [Your Name or Company Name]
- **Account Number:** [Your Account Number]
- **Currency to be Debited:** [e.g., USD, EUR, GBP]

2. Beneficiary Information (Receiver):

- **Beneficiary Name:** [Payee Full Name/Company Name]
- **Beneficiary Address:** [Full Physical Address of Payee]
- **Beneficiary Bank Name:** [Recipient Bank Name]
- **Beneficiary Bank Address:** [Recipient Bank Address]
- **IBAN / Account Number:** [Beneficiary Account Number]
- **SWIFT / BIC Code:** [Recipient Bank SWIFT Code]
- **Routing Number / Sort Code:** [If applicable]

3. Transfer Details:

- **Transfer Amount:** [Insert Amount in Figures and Words]
- **Purpose of Payment:** Final Settlement of [Reference Project/Agreement]
- **Transfer Charges:** [Select one: SHA (Shared) / OUR (Sender Pays) / BEN (Beneficiary Pays)]

This payment represents the full and final settlement of all outstanding obligations. No further payments are due under this specific arrangement once this transfer is completed.

If you require any further verification or documentation, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]