

DATE: [Insert Date]

TO: [Name of Financial Institution/Bank]

ATTENTION: [Department or Contact Name]

RE: Court Approved Letter of Instruction for Wire Transfer of Settlement Funds

CASE NAME: [Insert Case Name]

CASE NUMBER: [Insert Case Number]

To Whom It May Concern,

Pursuant to the Court Order dated [Insert Date of Order] in the above-referenced matter, you are hereby authorized and instructed to initiate a wire transfer of settlement funds as follows:

TRANSFER DETAILS:

- **Amount to be Transferred:** \$[Insert Amount] (USD)
- **Source Account Name:** [Insert Name of Payor/Account Holder]
- **Source Account Number:** [Insert Account Number]

RECIPIENT BANKING INFORMATION:

- **Beneficiary Name:** [Insert Name of Recipient/Law Firm/Trust Account]
- **Beneficiary Bank Name:** [Insert Receiving Bank Name]
- **Bank Routing Number (ABA):** [Insert 9-Digit Routing Number]
- **Bank Account Number:** [Insert Recipient Account Number]
- **Bank Address:** [Insert Bank Street Address, City, State, Zip]
- **Reference/Memo:** Settlement Funds - Case #[Insert Case Number]

This instruction is issued in accordance with the final settlement approved by the [Insert Name of Court]. Please process this wire transfer immediately upon receipt of this letter.

Should you require further verification, please contact [Insert Contact Person Name] at [Insert Phone Number].

Sincerely,

[Signature of Authorized Party/Attorney]

[Printed Name]

[Title/Firm Name]

CC: [Insert Clerk of Court or Opposing Counsel, if applicable]