

head>

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name/Financial Institution]

[Attn: Trust Accounting Department/Contact Person]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction for Disbursement of Funds from Trust Account

Dear [Contact Name],

This letter serves as a formal instruction to disburse funds from the following trust account:

- **Account Name:** [Name of Trust Account]
- **Account Number:** [Account Number]
- **Client Reference:** [Client Name or Case Number]

Please issue payment in the amount of **\$[Amount]** for expert witness services rendered. The payment should be made to the following payee:

- **Payee Name:** [Expert Witness Name or Company Name]
- **Tax ID/SSN:** [Tax Identification Number, if required]
- **Mailing Address:** [Address for Check Delivery]

Method of Disbursement: [Check / Wire Transfer / ACH]

[If Wire Transfer, include:

Bank Name: [Expert's Bank]

Routing Number: [Routing Number]

Account Number: [Expert's Account Number]]

Please process this request immediately. If you require further documentation or have questions regarding this transaction, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]