

Date: [Date]

To:

[Name of Law Firm/Escrow Agent]

[Address]

[City, State, Zip Code]

Re: Disbursement of Trust Funds - Alimony Settlement

Case Name: [Case Name, e.g., Smith v. Smith]

Case Number: [Court Case Number]

Matter Number: [Internal Law Firm File Number]

To Whom It May Concern,

Pursuant to the [Final Judgment of Dissolution of Marriage / Marital Settlement Agreement] entered on [Date], this letter serves as a formal instruction to disburse the funds currently held in your trust account on my behalf.

Please issue a payment for the alimony settlement in the amount of \$[**Dollar Amount**] to the following recipient:

Payee Name: [Full Name of Ex-Spouse]

Delivery Method: [Check / Wire Transfer / ACH]

Mailing Address: [Recipient's Address, if by check]

Bank Name: [Bank Name, if by wire]

Account Number: [Account Number, if by wire]

Routing Number: [Routing Number, if by wire]

Upon disbursement of these funds, please provide a final accounting of the trust sub-account and a confirmation of the transaction for my records.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Current Address]

Cc: [Name of Attorney, if applicable]