

head>

Date: [Insert Date]

To: [Name of Financial Institution or Trustee]

Attn: [Trust Officer/Department Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

RE: Letter of Instruction for Disbursement of Funds

Account Name: [Name of Trust Account]

Account Number: [Insert Account Number]

Matter: [Name of Class Action Lawsuit/Case Number]

Dear [Name of Contact Person],

Pursuant to the Court Order dated [Insert Date] in the matter of [Insert Case Name], this letter serves as a formal instruction to disburse funds currently held in the above-referenced trust account for the purpose of compensating eligible class action claimants.

Please execute the disbursement according to the following parameters:

1. Total Disbursement Amount: \$[Insert Total Amount]

2. Method of Disbursement:

[Insert Method: e.g., Physical Checks, Wire Transfers, or ACH]

3. Payee Schedule:

Attached to this letter is a comprehensive list (Exhibit A) containing the names, addresses, and individual payment amounts for each verified claimant. Please ensure that payments match the specific amounts listed.

4. Delivery Instructions:

[Insert specific mailing instructions or electronic transfer details]

5. Reporting and Confirmation:

Upon completion of the disbursements, please provide a written reconciliation report confirming the dates of issuance and the total amount debited from the account.

If you require any additional documentation or verification, please contact [Name of Representative] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name of Authorized Signatory]

[Title/Position, e.g., Class Counsel or Trustee]

[Law Firm/Organization Name]

Enclosure: Exhibit A - Claimant Distribution List