

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Letter of Instruction for Disbursement of Trust Funds

Account Name: [Name of Trust Account]

Account Number: [Trust Account Number]

To Whom It May Concern,

Please accept this letter as formal authorization to disburse funds from the above-referenced trust account for the purpose of transferring said funds to the Court Registry.

Details for the disbursement are as follows:

Amount to be Disbursed: \$[Dollar Amount]

Payable To: [Full Name of Court/Clerk of Court]

Case Reference: [Case Name and Case Number]

Please issue the funds in the form of a **[Certified Check / Cashier's Check]**. Once the check is issued, please [choose one: notify the undersigned for pickup / mail the check directly to the court at the address provided below]:

[Court Name]

[Court Mailing Address]

[City, State, Zip Code]

If there are any fees associated with this transaction, please deduct them from [choose one: the trust account balance / the specific disbursement amount].

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

Sincerely,

[Signature]

[Printed Name of Trustee/Authorized Signatory]

[Title/Firm Name]