
Joint Letter of Instruction

[Primary Sender's Name]

[Primary Sender's Address]

[City, State, ZIP Code]

[Date]

[Secondary Sender's Name]

[Secondary Sender's Address]

[City, State, ZIP Code]

[Recipient Name/Title]

[Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Joint Letter of Instruction

Dear [Recipient's Name/To Whom It May Concern],

Introduction

We, [Primary Sender's Name] and [Secondary Sender's Name], jointly provide the following instructions concerning [Specify Purpose, e.g., transfer of funds, handling of assets, account management].

Details of Instructions

1. **Action Required:** [Specify the action needed, e.g., "Transfer funds," "Update account details."]
2. **Details of Execution:** [Provide the specifics, e.g., amount, account details, dates.]

3. **Authorization:** This instruction is jointly authorized by both parties, and all actions must receive confirmation from [Primary Sender] and [Secondary Sender].

Additional Information

(Include supporting details or references to attached documentation.)

Contact Information

For further assistance or confirmation, contact us at:

- **[Primary Sender's Contact Info]**
- **[Secondary Sender's Contact Info]**

Closing Statement

Thank you for your attention and for ensuring compliance with these instructions.

Sincerely,

[Primary Sender's Full Name]

[Signature]

[Secondary Sender's Full Name]

[Signature]

Attachments:

[List any attachments.]