### horizontal line**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.]