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# 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.]