### horizontal line**Beneficiary Letter of Instruction**

**[Your Name]**[Your Address]  
[City, State, ZIP Code]  
[Date]

**[Recipient Name/Title]**[Bank/Organization Name]  
[Address]  
[City, State, ZIP Code]

**Subject: Beneficiary Letter of Instruction**

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

**Introduction**I am writing to provide instructions regarding the transfer of assets/funds to the designated beneficiary, [Beneficiary's Full Name]. Please follow the instructions below to ensure a smooth and accurate process.

**Details of Instructions**

1. **Beneficiary Details:**
   * Name: [Full Name]
   * Address: [Address]
   * Account Number: [Account Number]
2. **Transfer Details:**
   * Amount: [Amount]
   * Transfer Method: [Wire, Direct Deposit, etc.]
   * Date of Transfer: [Specific Date]

**Additional Information**(Include any supporting documents such as identity proof, account details, or legal documents.)

**Contact Information**For further assistance or clarification, please contact me at [Your Phone Number] or [Your Email Address].

**Closing Statement**Thank you for your cooperation in executing this transaction promptly.

**Sincerely,**[Your Full Name]  
[Your Job Title/Relation, if applicable]

**Attachments:**[List any attachments, if applicable.]