
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.]