horizontal line**Letter of Payment Instruction**

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

**[Recipient Name/Company Name]**[Address]  
[City, State, ZIP Code]

**Subject: Letter of Payment Instruction**

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

**Introduction**This letter serves as formal instructions regarding the payment for [Specify Purpose].

**Details of Payment Instructions**

1. **Payment Amount:** [Amount in Words and Figures]
2. **Payment Method:** [Specify method, e.g., bank transfer, check, etc.]
3. **Recipient Details:**
   * Name: [Recipient Name]
   * Bank Account Number: [Account Number]
   * Bank Name: [Bank Name and Address]

**Additional Information**(Include payment deadlines, references, or other pertinent details.)

**Contact Information**Should you require additional clarification, I can be reached at [Your Phone Number] or [Your Email Address].

**Closing Statement**Thank you for ensuring that this payment is processed accurately and on time.

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

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