

## LETTER OF INSTRUCTION TO BANK

To the Manager,

**Bank Name:** \_\_\_\_\_

**Bank Address:** \_\_\_\_\_

**Sender Information:**

Full Name / Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Beneficiary Information:**

Full Name / Company Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

**Payment Details:**

Amount to be Paid (in USD): \_\_\_\_\_ USD

Purpose of Payment / Reference: \_\_\_\_\_

**Instructions and Authorizations:**

I hereby instruct the bank to debit my account for the amount specified above and to remit such funds to the beneficiary named herein, in accordance with the terms and conditions set forth in this letter. This instruction is irrevocable and binding upon me until full payment has been effected. The bank is authorized to rely upon this Letter of Instruction as conclusive evidence of my authorization and instructions. Any fees or charges related to the transfer shall be borne by [ ☐ Sender ☐ Beneficiary (please indicate), or as otherwise mutually agreed.

**Account Details for Debit:**

Account Holder Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

**Representations and Warranties:**

The undersigned represents and warrants that they are authorized to issue this Letter of Instruction on behalf of the account holder; that the information provided herein is true, complete, and accurate; and that the funds to be transferred are not derived from illegal activities. The sender agrees to indemnify and hold the bank harmless from any claims, losses, damages, or liabilities arising from acting on this Letter of Instruction.

**Limitations and Liabilities:**

The bank shall exercise reasonable care in executing this instruction but shall not be liable for any loss, delay, or failure resulting from circumstances beyond its control, including but not limited to system failures, acts of God, or third-party actions. The bank’s liability, if any, shall be limited to the amount transferred in error, excluding any consequential or incidental damages.

**Governing Law and Jurisdiction:**

This Letter of Instruction shall be governed by and construed in accordance with the laws of the United States and the applicable state law without regard to conflict of laws principles. Any disputes arising from or related to this Letter shall be subject to the exclusive jurisdiction of the state and federal courts located within the appropriate jurisdiction.

**Signature:**

\_\_\_\_\_  
Authorized Signatory's Name and Title

Signature Date: \_\_\_\_\_

**Contact for Queries:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**AUTHORIZED SIGNATURE**

**WITNESS SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://lettertemplate-us.com/letter-of-instruction-to-bank/>

Did you find this template helpful?

Find more updated templates at:

<https://lettertemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.