

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]
[Date]

To: [Recipient Name/Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confirmation of Standing Instruction Setup

Dear [Recipient Name],

This letter serves to confirm that a Standing Instruction has been successfully set up on the following account at our bank:

Account Holder Name: [Name of Account Holder]
Account Number: [Account Number]
Account Type: [e.g., Savings/Current]

The details of the Standing Instruction are as follows:

- **Beneficiary Name:** [Beneficiary Name]
- **Beneficiary Account Number:** [Beneficiary Account Number]
- **Beneficiary Bank:** [Beneficiary Bank Name]
- **Payment Amount:** [Currency and Amount]
- **Frequency:** [e.g., Monthly/Weekly/Quarterly]
- **Commencement Date:** [Start Date]
- **Expiry Date:** [End Date or "Until Further Notice"]

The bank will endeavor to process these payments on the scheduled dates, provided there are sufficient cleared funds available in the account.

If you require any further information, please contact us at [Phone Number] or visit our branch.

Yours sincerely,

[Signature]
[Bank Officer Name]
[Title/Designation]
[Bank Stamp]