

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

The Branch Manager  
[Bank Name]  
[Branch Name]  
[Bank Address]

**Subject: Request to Set Up a Standing Instruction**

Dear Sir/Madam,

I am writing to request the setup of a Standing Instruction on my account with the following details:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Bank Account Number]
- **Account Type:** [Savings/Current]

Please transfer the funds as per the instructions below:

- **Beneficiary Name:** [Recipient Name]
- **Beneficiary Bank:** [Recipient Bank Name]
- **Beneficiary Account Number:** [Recipient Account Number]
- **IFSC/Swift Code:** [Recipient Bank Code]
- **Transfer Amount:** [Currency and Amount in Figures] ([Amount in Words])
- **Frequency:** [Monthly/Quarterly/Weekly]
- **Start Date:** [DD/MM/YYYY]
- **End Date:** [DD/MM/YYYY or "Until Further Notice"]
- **Purpose of Transfer:** [e.g., Rent, Loan Repayment, Savings]

I authorize the bank to debit the specified amount plus any applicable service charges from my account for each transaction.

Please confirm once the Standing Instruction has been successfully activated.

Yours faithfully,

(Signature)  
[Your Printed Name]