

[Company Letterhead]
[Company Name]
[Department Name: Treasury]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name/Bank Name]
[Recipient Title]
[Department]
[Recipient Address]

Subject: [Brief Description of Instruction/Transaction]

To [Recipient Name or Title],

This letter serves as a formal instruction from the Treasury Department of [Company Name] regarding [Account Number/Reference].

We hereby authorize the following action(s):

- [Instruction 1: e.g., Transfer of funds in the amount of \$0.00]
- [Instruction 2: e.g., Opening/Closing of sub-account]
- [Instruction 3: e.g., Update of authorized signatories]

Please ensure this transaction is processed effective [Date/Immediately]. Any fees associated with this request should be debited from account [Account Number].

Should you require further verification or have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Signatory]
[Title/Treasury Position]

[Second Signature - if required]
[Name of Authorized Signatory]
[Title/Treasury Position]