

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

To: Compliance Officer / AML Department
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Letter of Instruction Regarding [Account Number / Specific Transaction]

Dear Compliance Officer,

I am writing this formal Letter of Instruction to provide clarification and necessary documentation regarding [mention account activity, incoming wire, or account maintenance].

In response to your request for information dated [Date of request, if applicable], please find the following instructions and supporting details:

1. **Purpose of Transaction:** [Detailed explanation of the source or destination of funds].
2. **Nature of Business:** [Brief description of your business or personal activity related to the account].
3. **Supporting Documentation:** I have attached [List documents, e.g., invoices, contracts, or identification] to verify the legitimacy of this activity.

I hereby instruct [Bank Name] to proceed with [describe action, e.g., releasing the hold on funds, updating KYC records, or processing the transfer] based on the information provided above.

I certify that all information provided is true and accurate to the best of my knowledge. Please contact me at [Phone Number] or [Email Address] should you require further verification.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Position, if applicable]