

[Date]

[Bank Name]

[Bank Branch Address]

[City, Country]

Subject: Request for Cross-Border Remittance of Corporate Dividend Distribution

To the Operations Manager,

We, [Company Name], a company incorporated in [Country], hereby instruct you to process a cross-border wire transfer for the purpose of dividend distribution to our shareholder(s) as per the details below:

1. Remitter Details:

Company Name: [Your Company Name]

Account Number: [Your Account Number]

Currency: [Currency Type]

2. Beneficiary Details:

Shareholder Name: [Shareholder Name]

Beneficiary Bank Name: [Beneficiary Bank Name]

Bank Address: [Beneficiary Bank Address]

SWIFT/BIC Code: [SWIFT Code]

IBAN/Account Number: [Account Number]

Beneficiary Country: [Beneficiary Country]

3. Payment Details:

Gross Dividend Amount: [Amount]

Withholding Tax Deducted: [Amount]

Net Remittance Amount: [Amount in Figures] ([Amount in Words])

Dividend Period: [e.g., Fiscal Year ending 2023]

4. Supporting Documents Attached:

- Certified Board Resolution approving the dividend distribution.
- Audited Financial Statements.
- Tax Clearance Certificate or Proof of Withholding Tax Payment.
- Shareholder Registry.

We confirm that this distribution complies with all local corporate laws and international anti-money laundering regulations. Please debit our account for the remittance amount plus any applicable banking fees.

Should you require further clarification, please contact [Name] at [Phone Number/Email].

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Seal/Stamp]