

[Company Letterhead/Header]  
[Date]

To: [Bank Name]  
[Bank Branch Address]  
[City, Country]

**Subject: Instruction for Cross-Border Outward Remittance**

Dear Sir/Madam,

We hereby authorize and request you to debit our account and effect a cross-border wire transfer as per the details provided below:

**1. Remitter Details:**

- Company Name: [Your Company Name]
- Account Number: [Your Account Number]
- Currency: [Debit Currency]

**2. Beneficiary Details:**

- Vendor/Beneficiary Name: [Vendor Name]
- Beneficiary Address: [Vendor Full Address]
- Bank Name: [Vendor Bank Name]
- Bank Address: [Vendor Bank Branch Address]
- SWIFT/BIC Code: [SWIFT Code]
- IBAN/Account Number: [Vendor IBAN or Account Number]

**3. Payment Details:**

- Remittance Amount: [Amount in Figures and Words]
- Currency: [Payment Currency]
- Purpose of Payment: [e.g., Payment for Invoice #12345 - Software Services]
- Bank Charges: [Beneficiary/Remitter/Shared]

**4. Supporting Documents:**

We have attached the following documents for your verification:

- Proforma Invoice / Commercial Invoice
- Purchase Order / Service Contract
- [Other Required Regulatory Documents]

We confirm that this transaction does not violate any foreign exchange regulations or anti-money laundering laws. Please execute this transfer at the prevailing exchange rate.

For any queries, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Company Seal/Stamp]