

[Date]

[Bank Name]

[Bank Branch Address]

[City, Country]

Subject: Instruction for Intercompany Cross-Border Fund Transfer

To the Management,

We, [Ordering Company Name], hereby authorize and request you to execute a cross-border wire transfer from our account as per the details provided below:

1. Remitter (Ordering Party) Details:

- Company Name: [Ordering Company Name]
- Account Number: [Account Number]
- Currency: [Currency Type, e.g., USD]
- Address: [Company Registered Address]

2. Beneficiary (Receiver) Details:

- Company Name: [Beneficiary Company Name]
- Relationship to Remitter: [e.g., Subsidiary / Parent Company / Affiliate]
- Account Number / IBAN: [Beneficiary Account Number]
- Bank Name: [Beneficiary Bank Name]
- SWIFT / BIC Code: [Bank SWIFT Code]
- Bank Address: [Beneficiary Bank Branch Address]

3. Payment Details:

- Transfer Amount: [Amount in Figures]
- Amount in Words: [Amount in Words]
- Purpose of Remittance: [e.g., Intercompany Loan / Working Capital Support / Reimbursement]
- Charges: [e.g., All charges to Remitter / Shared / All charges to Beneficiary]

We confirm that this transaction complies with all applicable foreign exchange regulations and anti-money laundering laws. Please find attached the supporting documents (e.g., Intercompany Agreement/Invoice) for your reference.

Should you require further clarification, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Name of Signatory]
[Job Title]
[Company Stamp/Seal]