

[Current Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Wire Transfer and Payment Instructions for [Invoice Number/Project Name]

Dear [Recipient Name],

To facilitate the payment for [mention purpose, e.g., Invoice #12345], please use the following electronic wire transfer details. To ensure the payment is credited correctly, please include the reference number listed below in the transfer memo.

Beneficiary Information:

- **Account Name:** [Your Name or Company Name]
- **Account Number:** [Your Account Number]
- **Beneficiary Address:** [Your Registered Address]

Receiving Bank Information:

- **Bank Name:** [Your Bank Name]
- **Bank Address:** [Bank Branch Address]
- **SWIFT/BIC Code:** [Your Bank's SWIFT Code]
- **Routing Number (ABA):** [Your Routing Number, if applicable]
- **IBAN:** [Your IBAN, if applicable]

Payment Reference:

- **Reference Memo:** [e.g., INV-12345 / Your Name]

Please notify us once the transfer has been initiated by sending a confirmation receipt to [Your Email Address].

If you have any questions regarding these instructions, please contact our finance department at [Your Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]