

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Case/Reference Number: [Insert Number]

Subject: Instructions for Submitting Payment to the Legal Department

Dear [Recipient Name],

This letter provides formal instructions for submitting payment regarding the above-referenced matter. To ensure your payment is processed correctly and credited to your account, please follow the directions below:

1. Payment Amount: [Insert Amount]

2. Payment Deadline: [Insert Due Date]

3. Payment Methods:

- **Check or Money Order:** Please make checks payable to "[Insert Exact Entity Name]". Include your reference number ([Insert Number]) on the memo line. Mail to: [Insert Mailing Address].
- **Wire Transfer:**
Bank Name: [Insert Bank Name]
Account Name: [Insert Account Name]
Account Number: [Insert Account Number]
Routing Number: [Insert Routing Number]
SWIFT/BIC (if applicable): [Insert Code]

4. Notification: After the payment has been initiated, please send a copy of the receipt or transaction confirmation to the Legal Department via email at [Insert Email Address].

Failure to submit payment by the specified deadline may result in further legal action or additional late fees. If you have any questions regarding these instructions, please contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

Legal Department

[Company/Firm Name]