

To: [Bank Name]
[Branch Address]
[City, State, Zip Code]

Date: [Current Date]

Subject: Instruction for Automatic Payment Transfer (Standing Order)

Dear Manager,

I am writing to authorize and instruct [Bank Name] to set up an automatic recurring transfer from my account as per the details provided below:

Sender Information:

Account Name: [Your Full Name]
Account Number: [Your Account Number]
Account Type: [e.g., Savings/Checking]

Recipient Information:

Beneficiary Name: [Recipient Name/Company Name]
Beneficiary Bank: [Recipient Bank Name]
Beneficiary Account Number: [Recipient Account Number]
Bank Routing/SWIFT Code: [Routing/SWIFT Code]

Transfer Details:

Transfer Amount: [Currency and Amount]
Frequency: [e.g., Monthly/Weekly/Quarterly]
Start Date: [Date of First Transfer]
End Date: [Date of Last Transfer or "Until Further Notice"]
Payment Reference: [e.g., Rent, Loan Repayment, Invoice Number]

Please ensure that the funds are transferred on the [Day of the month, e.g., 1st or 15th] of every period as specified above. If this date falls on a weekend or public holiday, please process the transfer on the [preceding/following] business day.

I understand that it is my responsibility to ensure sufficient funds are available in my account to cover these transfers. This instruction shall remain in effect until I provide written notice of cancellation or amendment.

Please confirm once this instruction has been set up.

Sincerely,

[Your Signature]
[Your Printed Name]

[Phone Number]
[Email Address]