

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Bank of the Philippine Islands (BDO)

[Branch Name]
[Branch Address]
[City, State, Zip Code]

Subject: Letter of Instruction for Fund Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to provide instructions for a fund transfer from my BDO account. Below are the details of the transaction:

****Account Information****

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Branch: [Your Branch Name]

****Transfer Details****

- Beneficiary Name: [Beneficiary's Name]
- Beneficiary Account Number: [Beneficiary's Account Number]
- Beneficiary Bank: [Beneficiary's Bank Name]
- Amount to be Transferred: [Amount in Words] ([Amount in Numbers])
- Transfer Date: [Preferred Date of Transfer]
- Purpose of Transfer: [Purpose]

****Additional Instructions (if any)****

- [Any specific instructions or remarks]

Please let me know if you require any further information or documentation to process this transaction. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]