

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

The Branch Manager
Jammu & Kashmir Bank
[Branch Address]

[City, State, ZIP Code]

Subject: Request for Standing Instruction Setup

Dear Sir/Madam,

I am writing to request the setup of standing instructions for my account with Jammu & Kashmir Bank. Below are the details for the standing instruction:

Account Holder Name: [Your Name]
Account Number: [Your Account Number]
Amount: [Amount to be Transferred]
Frequency: [e.g., Monthly, Quarterly]
Start Date: [Start Date]
End Date: [End Date or 'Till Further Notice']
Beneficiary Name: [Beneficiary Name]
Beneficiary Account Number: [Beneficiary Account Number]
Beneficiary Bank: [Beneficiary Bank Name]
IFSC Code: [Beneficiary Bank IFSC Code]

Please let me know if any further information or documentation is required to process this request. I appreciate your assistance in setting up this standing instruction at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]