

Letter of Instruction

Date

From

To

Subject

Dear _____,

I, _____, hereby provide the following instructions for your action and implementation. This Letter of Instruction is intended to clearly communicate my directions regarding the matters outlined below.

Instructions

You are requested to carry out the following:

For clarity, the instructions may include, where applicable:

- The scope of tasks to be performed
- Any deadlines or timeframes
- Specific procedures or standards to follow
- Required documentation or reporting obligations
- Any limitations or restrictions on authority

Authority and Purpose

This Letter of Instruction is issued for the purpose of

_____. You are authorized to act strictly within the scope of these instructions.

This document does not create a contractual relationship unless expressly agreed otherwise in a separate written agreement. It serves as a formal directive to guide your actions in the specified matter.

Compliance and Acknowledgment

You are expected to:

- Act in good faith and in accordance with these instructions
- Notify me promptly if any part of these instructions is unclear or cannot be carried out
- Confirm completion of the instructed actions, where applicable

If you require clarification or additional authorization, please contact me using the details provided above.

Amendments

These instructions may be revised or withdrawn at any time by me through written notice. Any prior instructions inconsistent with this letter are superseded to the extent of such inconsistency.

Thank you for your attention to this matter.

Sincerely,

Issuer

Name

Date

Signature

Acknowledgement

I, _____, acknowledge receipt of this Letter of Instruction and confirm my understanding of the instructions provided herein.

Recipient

Name

Date

Signature



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