

# **Inquiry Regarding Foreign Exchange Services**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to inquire about the foreign exchange services offered by [Bank Name]. As I am considering engaging in foreign currency transactions, I would appreciate detailed information on the following:

- Available foreign currencies for exchange
- Current exchange rates
- Fees associated with currency exchange transactions
- Limitations or requirements for exchanging larger sums of money

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]