

# Foreign Currency Exchange Instructions

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Your Company's Name]

Subject: Foreign Currency Exchange Instructions

Dear [Recipient Name],

I hope this message finds you well. As per our recent discussion, please find below the instructions for the foreign currency exchange.

## Exchange Details

- **Currency to be exchanged:** [Insert Currency]
- **Amount:** [Insert Amount]
- **Exchange Rate:** [Insert Rate]
- **Total Equivalent in Local Currency:** [Insert Total]

## Instructions

1. Please ensure that the funds are available in the specified account.
2. Confirm the current exchange rates 24 hours before proceeding.
3. Transfer the amount as instructed to [Insert Banking Details].

If you have any questions or require further assistance, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Your Company Name]

[Insert Your Contact Information]