

# Foreign Currency Remittance Instructions

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to provide you with the necessary instructions for processing a foreign currency remittance.

## Remittance Details:

- **Amount:** [Insert Amount] [Insert Currency]
- **Beneficiary Name:** [Insert Beneficiary Name]
- **Beneficiary Bank:** [Insert Bank Name]
- **Account Number:** [Insert Account Number]
- **SWIFT/BIC Code:** [Insert SWIFT/BIC Code]
- **Purpose of Payment:** [Insert Purpose]

## Instructions:

Please ensure that all the information provided is accurate to avoid any delays in processing. Kindly complete the remittance form and submit it along with the required identification documents.

If you have any questions or need further assistance, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]