

Guidance for Setting Up a Foreign Currency Account

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We appreciate your interest in opening a Foreign Currency Account with our bank. This letter aims to guide you through the necessary steps to successfully set up your account.

Step 1: Gather Required Documents

- Proof of Identity (e.g., passport, driver's license)
- Proof of Address (e.g., utility bill, bank statement)
- Social Security Number or Tax Identification Number
- Additional documents as required by your specific jurisdiction

Step 2: Choose Your Currency

Decide which foreign currency you would like to hold in your account. We offer a variety of options including, but not limited to:

- Euro (EUR)
- British Pound (GBP)
- Japanese Yen (JPY)

Step 3: Visit Your Local Branch or Apply Online

Bring the required documents to your nearest branch or complete the online application process on our website. If applying online, make sure to upload all necessary documents.

Step 4: Initial Deposit

Make your initial deposit as per the account guidelines. The minimum deposit amount varies based on the currency selected.

Step 5: Review and Confirmation

Upon approval of your application, you will receive a confirmation email with your new account details.

Should you have any questions, please do not hesitate to contact us at [Bank's Contact Information].

Thank you for choosing us for your banking needs. We look forward to serving you!

Sincerely,

[Your Name]

[Your Position]

[Bank's Name]

[Bank's Contact Information]