

Date: [Insert Date]

To,

Customer Service Department

[Brokerage Firm Name]

[Firm Address]

Subject: Request for Currency Trading Account Transfer

Dear Sir/Madam,

I am writing to formally request the transfer of my currency trading account held with [Current Brokerage Firm Name] to [New Brokerage Firm Name]. Below are the pertinent details of my account:

**Account Holder Name:** [Your Name]

**Current Account Number:** [Current Account Number]

**New Account Number (if available):** [New Account Number]

**Request Type:** Account Transfer

Please let me know the necessary steps and documentation needed to facilitate this transfer. I would appreciate your prompt attention to this matter as I wish to ensure a smooth transition.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]