

Foreign Exchange Transaction Approval

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for the foreign exchange transaction has been approved. Below are the details of the transaction:

- **Transaction Amount:** [Insert Amount]
- **Currency:** [Insert Currency]
- **Recipient Bank:** [Insert Recipient's Bank Name]
- **Transaction Reference Number:** [Insert Reference Number]
- **Date of Transaction:** [Insert Date]

Please ensure that all necessary documentation is submitted before the transaction date. If you require any further information, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

[Your Contact Information]