

# Foreign Exchange Transaction Request

Date: [Insert Date]

To: [Bank/Financial Institution Name]

Address: [Bank/Financial Institution Address]

Dear [Recipient's Name],

I am writing to request the processing of a foreign exchange transaction as detailed below:

## Transaction Details:

- **Transaction Type:** [Buy/Sell]
- **Currency Pair:** [e.g., USD/EUR]
- **Amount:** [Insert Amount]
- **Exchange Rate:** [Insert Rate]
- **Account Number:** [Insert Account Number]
- **Transaction Date:** [Insert Date]

Please process this request at your earliest convenience. If there are any documents or additional information required, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]