

Foreign Currency Exchange Request

Date: [Insert Date]

To: [Currency Exchange Department/Finance Manager]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Company: [Your Company Name]

Subject: Request for Foreign Currency Exchange for Business Travel

Dear [Recipient's Name],

I am writing to request the exchange of foreign currency for an upcoming business trip to [Destination Country] from [Start Date] to [End Date]. The estimated amount of currency needed is [Amount] in [Currency]. This is required to cover travel expenses including accommodation, meals, and transportation.

Please let me know the procedure to initiate this exchange, and if any additional information or documentation is required from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]