

Foreign Currency Exchange Request for Charity Donations

Date: [Insert Date]

To: [Insert Recipient Name]
[Insert Recipient Title]
[Insert Bank/Institution Name]
[Insert Address]
[Insert City, State, Zip Code]

Dear [Insert Recipient Name],

I hope this message finds you well. I am writing on behalf of [Insert Charity Organization Name], a non-profit organization dedicated to [briefly describe the mission of the organization]. We are currently in need of exchanging foreign currency donations we have received to support our ongoing projects and initiatives.

We kindly request your assistance in exchanging the following currency:

- Currency Type: [Insert Currency] - Amount: [Insert Amount]
- Currency Type: [Insert Currency] - Amount: [Insert Amount]

The funds will be used to [briefly describe how the funds will be used]. We would greatly appreciate your support in facilitating this exchange at your earliest convenience.

Thank you for considering our request. We look forward to your prompt response.

Warm regards,

[Your Name]
[Your Title]
[Charity Organization Name]
[Contact Information]